

Julius Rosenberg Et Al.

Referral
Civil Service
Commission

No.

12B

NOTICE

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Appeal to:

Mr. Donald J. Biglin
Assistant Executive Director
Freedom of Information & Privacy
U.S. Civil Service Commission
1900 E. St. N.W.
Washington, D.C. 20415
Packet 12B

REFERRAL

Reviewed by: JP

AGENCY Civil Service Commission

Subject and File Number		Serial	Date	Document Description	No. of Pages	
					Actual	Released
1	Max Elitcher (NY) 65-177873	1345	4/26/51	Bulky Exhibit Sheet / Encls.	123	124
2						
3						
4						
5						
6		...				
7						
8						
9						
10						
11						
12						

BULKY EXHIBIT

Date received 4/26/51

MAX ELITCHER, HELENE ELITCHER

65-14873-1B

(Title of case)

Submitted by Special Agent V. J. CAHILL

Source from which obtained Naval Records Management Center

Address _____

Purpose for which acquired Investigation

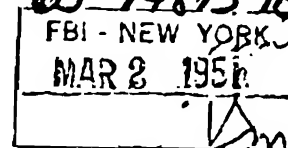
Location of bulky exhibit In cabinet with file

Estimated date of disposition To be decided at conclusion of case

Ultimate disposition to be made of exhibit Retained

List of contents:

45. Photostatic copy of entire Navy Personnel File on Max Elitcher covering employment period 11/2/38 - 9/30/48.



65-14873-1B45

THIS
 REPORT IS FOR THE EMPLOYEE
 WITHIN THE REVIEW OF EXECUTIVE
 ORDER 9835. INVESTIGATION BEING
 CONDUCTED.

*Resigned before
 investigation completed.*

FBI

(Name of Reporting Agency)

INSTRUCTIONS ON PREPARATION OF STANDARD FORM 84

1. This form (Standard Form 84) is promulgated by the United States Civil Service Commission at the request of the Federal Bureau of Investigation for the purpose of carrying out the responsibilities with respect to incumbent employees under Part VI of Executive Order 9835.
2. A separate form (Standard Form 85) will be used for applicants or persons appointed after September 30, 1947, provided in Part I of Executive Order 9835, except for excepted employees where investigation is conducted by the Federal Bureau of Investigation.
3. The employee's fingerprint chart, Standard Form 86, must be submitted to the Federal Bureau of Investigation with the original and two copies of this form. The third carbon copy of the form should be retained by the agency.
4. If additional space is needed in filling in items 12 and 13, use a separate sheet of paper, number the item to correspond with the item number on this form, indicate the name of the employee, and attach.
5. If the requesting agency has previously received loyalty information from any Government agency (including the Federal Bureau of Investigation) concerning the employee named in this form, the name of the agency which furnished the information and the date of the report should be shown in item 14.
6. Item 15 is reserved for the use of the Federal Bureau of Investigation in reporting on this request when no derogatory information is developed.
7. Whenever derogatory information is developed the report will be covered in item 17, above.
8. For further details regarding the use of this form see the Federal Personnel Manual.

REQUEST FOR REPORT ON LOYALTY DATA

THIS FORM IS TO BE USED FOR INCUMBENT EMPLOYEES AND EXCEPTED EMPLOYEES WHERE INVESTIGATION IS CONDUCTED BY AGENCY (Part VI—Executive Order 9835)

To: The Federal Bureau of Investigation, Washington 25, D. C.
The following information is furnished for identification purposes on the person named below. Kindly furnish a report on any derogatory loyalty information contained in your files. (The fingerprints of this person are attached.)

1. FULL NAME (Initials and abbreviations of full name are not acceptable)	(Surname) BLITCHER	(Given name) MAX	(Middle or other names) -- A/ JES
2. ALIASES AND NICKNAMES None			3. DATE OF THIS REQUEST Sept 18, 1947
4. SPECIAL NUMBERS KNOWN TO REQUESTING AGENCY (FBI number or FBI file number, passport number, Army or Navy serial number, seaman's certificate number, alien registration number, Social Security number, etc. Specify which) None			
5. PLACE OF BIRTH New York, N.Y.	6. DATE OF BIRTH Sept. 1, 1918		7. TITLE OF POSITION, OCCUPATION OR PROFESSION Electrical Engineer
8. SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	9. MARITAL STATUS <input type="checkbox"/> SINGLE <input checked="" type="checkbox"/> MARRIED	10. IF MARRIED, GIVE SPOUSE'S FULL NAME, AND DATE AND PLACE OF BIRTH Helene Sternberg Blitcher, Oct 25, 1919, New York	
11. ORGANIZATIONS WITH WHICH AFFILIATED OTHER THAN RELIGIOUS OR POLITICAL ORGANIZATIONS OR THOSE WHICH SHOW RELIGIOUS OR POLITICAL AFFILIATIONS Amer. Red Cross Group Health Association United Public Workers of Amer.			
12. DATES AND PLACES OF RESIDENCE FOR THE LAST 10 YEARS			
Date	Street	City	State
Sept 1943 -	247 Delaware Ave. S.W.	Washington, D.C.	
Nov '41-Sept '43	5309 8 St. N.W.		
May '40-Oct '41	2225-N. St. N.W.		
May '39-Apr '40	4925- 7th St. N.W.		
Feb -Apr 1939	4925- 9th St. N.W.		
Dec-1933-Jan 1939	1316 Delafield Place, N.W.		
Nov 1933	1465 Columbia Road, N.W.		
1935-1938	1571 Lexington Avenue.	New York, N.Y.	
13. DATES, NAMES AND ADDRESSES OF EMPLOYERS FOR THE LAST 10 YEARS			
Date	Employer	Address	
Nov 1933 - present	Navy Dept., Bureau of Ord.	Washington, D.C.	
1937-Nov 1938	School, College of City of New York	N.Y.	
14. THIS AGENCY HAS LOYALTY INFORMATION REPORT(S) FURNISHED BY THE AGENCIES INDICATED BELOW:			
AGENCY WHICH MADE THE LOYALTY REPORT	DATE OF REPORT	REMARKS	
15. THIS SPACE RESERVED FOR RETURN REPORT TO AGENCY WHERE NO DEROGATORY INFORMATION IS DEVELOPED		16. NAME AND ADDRESS OF REQUESTING AGENCY NAVY DEPARTMENT BUREAU OF ORDNANCE WASHINGTON, D. C.	

NAVY DEPARTMENT

1. Name **Max Elitcher**

440

Date **10-4-48**

(First name, initial, last name)

The following action is hereby taken concerning your employment, subject to the provisions of the hereof, paragraphs

2. Nature of Action **Resignation**

3. Effective Date **C.O.B. 9-30-48**

3a. To be paid for

Annual Leave: Period

Days **1** hour **30**

	FROM	TO	3. C.S.C. REPORT NO.
4. Occupational Title	Elec. Engr. (840) (Fire Control)		10. C.S.C. OR OTHER AUTHORITY
5. Class and pay rate or grade and salary	P-5, \$6474.60 p/a		
6. Dept. or other unit	CSC #986		
Division	Ordnance		
Section or shop	Rc4c		
Other			
Check No.			
7. Headquarters	Washington, D.C.		
8. Department or field	Field Departmental	Field	
20. SPECIFIC VACANCY	Pos. Description No. Old New 5946	New Vice Empl. I.A.	11. APPROPRIATION: FROM IRHV, AAA TO 12. DATE OF BIRTH 9-1-18 13. DATE OF ENTRY 11-2-40 14. BIRTHPLACE 15. VETERAN'S PREFERENCE ALLOWED 16. SEX M 17. PREVIOUS GOVT. SERV. Yes 18. EFF. RATING CONDUCT 1

REMARKS:

To be paid for Annual Leave: Period 10-1-48 thru 3:30 PM 2-16-49, 767 hours.

To enter private industry.

Efficiency Rating as of 3-31-48, "Excellent".

OFFICIAL PERSONNEL ACTION (Field)

NAVPERS-1200 REV. 8-46

K. Dehaas
F.K. DEHAAS
PERSONNEL OFFICER

BUREAU OF ORDNANCE
CIVILIAN PERSONNEL
Routing Slip for Separation of Employees

Name of Employee Max Elitcher

Section Re 4

Initials

Date

1. Effective Date 30 Sept 48

KS

8/25

2. Annual Leave Through 3:30 PM 2/16/49

767 hrs al.

KS
JPB

10/1

3. Interview conducted

4. Separation approved
Certificate of Availability is required
 recommended

5. Placement notified

EW

8/25

6. Fanfold prepared

JPB

10/1
1-1/4/48

7. To be filed

Comments 95 days, 7 hours.

767 hrs al.

JPB

10/1

ADDRESS

Maffett X-62043

9/30 - 8 hrs al.

720
156
876
109
8) 767
95-7

NAVY DEPARTMENT

BUREAU OF ORDNANCE

OFFICE OF RESIGNATION

Date 18 Aug; 1948

From: Max Elitcher
(Employee's Full Name)

To: Chief of Civilian Personnel.

Via: Chief of Section Re4 *John*

Please accept my resignation from the position

of Electrical Engineer.

At a salary of \$ 6474 in the

Research and Development Division of

the Navy Department to take effect at the close of

business 30 Sept. 1948

My reasons for resigning are:

Obtained better position in private industry.

*Elitcher is the smartest
& most effective engineer
in Re4c, best in Re4,
the very and probably
comparable family
with any in
Re. One more
irreplaceable
loss from
the Gov't to
industry,
directly
attributable to
the unhappy
position in
which our
people are put.
John 9/55*

Max Elitcher

Signature

NAVY DEPARTMENT
WASHINGTON 25, D. C.

No. **BaOrd-11-414**

1. NAME

Max Klitcher

440

DATE

15 July 1946

This is to notify you that the Secretary of the Navy has taken the following action concerning your employment in the Navy Department.

2. NATURE OF ACTION Promotion		3. EFFECTIVE DATE 30 June 1946	4. C S C REF.
FROM		TO	
5. POSITION Engr. (Ord). (874)	Elec. Engr. (840) (Fire Control)	10. C S C OR OTHER AUTHORITY Temp. Reg. XI-1-10 Dept. Circ. 1-10	
6. GRADE P-4, \$4520 per annum	P-5, \$5180 per annum	11. FROM APPRO. TO APPRO. 60001	
7. C S C NO. 107 (4333)	966	12. DATE OF BIRTH 9-1-18	
8. BUREAU OR OTHER UNIT DIVISION SECTION Ordnance	Ordnance	13. 516. Form 41 Exec'd 11-2-38	
Relic	Relic	14. VETERAN PREFERENCE ALLOWANCE 5946	
9. HEADQUARTERS Washington, D. C.	Washington, D. C.	15. 5946 allo. rec'd. 7-3-46	
10. DEPT OR FIELD Departmental	Departmental		

REMARKS: **271a**

Request Re-582

EMPLOYEE FILE

MAX ELITCHER

250-00	32	1	05	5505	6144	01/1
EMPLOYEE NO.	DATE	MONTH	YEAR	OLD ANNUAL SALARY	NEW ANNUAL SALARY	DATE

WITHIN-GRADE SALARY ADVANCEMENT NOTICE
NAVY DEPARTMENT - WASHINGTON, D.C.

This is to notify you that you have been advanced in annual salary as shown above in accordance with the WITHIN-GRADE SALARY ADVANCEMENT ACT.

WITHIN-GRADE SALARY ADVANCEMENT NOTICE

NAVEOS-2075 S

NAVY DEPARTMENT
WASHINGTON, D. C.

EMPLOYEE NAME	Elitcher, Max	EMPLOYEE NO.	BUREAU
			38

This is to notify you that you have been advanced

From	1 04	with an annual salary of \$	4300
To	1 04	with an annual salary of \$	4520
Effective	7-29-45	in accordance with the WITHIN-GRADE	

SALARY ADVANCEMENT ACT

FILE COPY

WASHINGTON, D. C.

16 January 1944

12-1-77
L...
D...
C...
25-8-R
NOV 7

11-APR-68

FROM

IR:

TO:

12-00000

12-04-77

1

12/24/2000

2011

VICE

Chāng

duties
Allotments

rec²⁴iv
7-17-4

11-1-10

BU. NO.

CHARLES ROZET
ORIGINATING OFFICE

NAVY DEPARTMENT
WASHINGTON, D. C.

1. Name **Max Elitcher** **1 January 1944**

This is to notify you that the Secretary of the Navy has taken the following action concerning your employment in the Navy Department.

2. Nature of Action: **Within-grade Salary Advancement**

3. Effective **1 January 1944**

	FROM	TO
4. Position		Engineer (Ord) (874)
5. Grade and Salary		P 3, \$3300 per annum
C.S.C. No.		93
6. Bureau		Ordinance
Division		
Section		Rel
7. Headquarters	Washington, D. C.	Washington, D. C.
8. Departmental or Field	Departmental	Departmental

REMARKS:

Current efficiency rating: **VERY GOOD**

Conduct: **SATISFACTORY**

Last promotion (Promoted \$3200 per annum)
24 June 1942.

CHARLES PROZET
ORIGINATING OFFICE

Ord

10-CIVIL ENGINEER
Section
2(b)
Act
3-1-

11-APPROPRIATE
FROM:

TO:
[RNV]

2-DATE
2-1-

3-DATE
11-2-

4-NATURE
NEW

VICE

SU. NO.

NAVY DEPARTMENT

WASHINGTON, D. C.

Name **Max Klitcher**

June 24, 1942

Re 7
3775
4121-Rm

Nature of Action: **Promotion**

Effective: **June 24, 1942**

	FROM	TO
Position	Asst. Engineer (Mech.)	Assoc. Engineer (Ord.)
Grade	P-2	P-3
Salary	\$2600 per annum	\$3200 per annum
Bureau	Ordinance	Ordinance
Division		
Branch		
Section		
Headquarters	Washington, D. C.	Washington, D. C.
Appropriation	Increase and Replacement of Naval Vessels, Armor, Armament and Ammunition	Increase and Replacement of Naval Vessels, Armor, Armament and Ammunition
Departmental or Field	Departmental	Departmental

Remarks:

Your Promotion is authorized with the understanding that your Status as Associate Engineer (Ordinance) is restricted to the Navy Department.

Navy Department
Bureau of Ordinance
Date 7-5-42

Delivered *M. Klier*
Chief Clerk
Geo

CHARLES PROZET

ORIGINATING OFFICE

2324
C. C. C.

CIVIL
OTHER LO
CSC
CX:
2-1

APPROPRIAT

IRNV-A
DATE
9-1-18
LEGAL

Mal

NATUR
NEW
VICE
VACANCY

REFEREN
Same as
New Po:
Alloc.
8-14-40
Crtd. 3
JCS #20

VETERAN

SUBJECT TO RET
105
DATE OF O
DATE OF LAST
INCREAS
1-16-

PERSONNEL AFFIDAVIT

NAVY

(Department or agency)

ORDNANCE

(Bureau or division)

WASHINGTON, D. C.

(Place of employment)

Name

(Given name, initial or initials, if any, and last name. Print or type)

Section 9A of Public 252—76th Congress, approved August 2, 1939, otherwise known as the "Hatch Act," provides:

"(1) It shall be unlawful for any person employed in any capacity by any agency of the Federal Government, whose compensation, or any part thereof, is paid from funds authorized or appropriated by any Act of Congress, to have membership in any political party or organization which advocates the overthrow of our constitutional form of government in the United States.

"(2) Any person violating the provisions of this section shall be immediately removed from the position or office held by him, and thereafter no part of the funds appropriated by any Act of Congress for such position or office shall be used to pay the compensation of such person."

It is provided in various appropriation acts that no part of the funds so appropriated shall be used to pay the salary or wages of any person who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States by force or violence, and that an affidavit shall be considered *prima facie* evidence that the person making the affidavit does not advocate, and is not a member of an organization that advocates, the overthrow of the Government of the United States by force or violence. Such acts provide further that any person who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States by force or violence and accepts employment, the salary or wages for which are paid from any such appropriation, shall be guilty of a felony and, upon conviction, shall be fined not more than \$1,000 or imprisoned for not more than 1 year, or both, and that the above penalty shall be in addition to, and not in substitution for, any other provisions of existing law.

I, MAX ELITCHER, do solemnly swear (or affirm) that I have read and understand the foregoing; that I do not advocate the overthrow of the Government of the United States by force or violence; that I am not a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence; and that during such time as I am an employee of the Federal Government, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence.

Max Elitcher

(Signature of employee)

JUN 26 1941

Subscribed and sworn to before me this . . . day of . . .

A. D., 19 . . .

at

(City or place)

(State)

[SEAL]

Antel - CR

P1-722

January 11, 1941

From: Assistant Secretary of the Navy (By direction)
To: Max Klitcher, Bureau of Ordnance,
Navy Department.

VIA: The Chief of the Bureau of Ordnance,
Navy Department.

Subject: Promotion.

1. You are hereby promoted from Junior Engineer (Mechanical), P-1, at \$2100 per annum, and appointed Assistant Engineer (Mechanical), P-2, (authority U. S. Civil Service Commission's certificate No. E-43436, dated January 3, 1941), with pay at the rate of \$2600 per annum, chargeable to the appropriation "Replacement of Naval Vessels, Armor, Armament and Ammunition", effective January 16, 1941.

Charles Plozet
Director of Personnel.

893
(Additional position
- created 8/7/40 -
same as Falkenstein)

CiOrd.

UNITED STATES CIVIL SERVICE COMMISSION CLASSIFICATION SHEET

C.S.C. No.
Bureau No.
Code

CHECK TO INDICATE WHETHER SHEET IS FOR—		GIVE FOLLOWING INFORMATION FOR ITEM CHECKED		CLASSIFICATION	
1. New position		(Temporary or permanent)		Represented by	Grade
2. New change		(Name and C.S.C. number on sheet of position into which moved)		Allocation by head of Department	
3. Reassignment		Edwin H. Falkenstein P2-64 (Name and C.S.C. number on sheet of position with which identical)		Allocation by Civil Service Commission	
4. Modification of		(Mention nature of modification)		Justification	
5. Other		(Explain reason for submission of sheet)		Date	

1. Name **Witcher, Max**
(Surname) (Given name) (Initial)

2. O.S.C. number of last sheet for this employee **P2-64**

3. Employee's present basic annual salary rate **\$2600**

4. Allowances (deduction for O.B.L. etc.)

5. Department **Navy**

6. Bureau **Ordnance**

7. Division **Technical**

8. Section or unit **Design**

9. Title of position **Assistant Engineer (Mechanical)**
(Usual departmental or organizational title)

10. Description of the duties and responsibilities of the position: (Describe, as objectively and concretely as possible, the duties and responsibilities of the position in question, following this order: (1) Kind and extent of supervision or direction under which the work is performed; (2) the major tasks, indicating proportion of time; (3) the tasks of lesser frequency or importance, indicating proportion of time; (4) any supervisory responsibility, the number of employees in each grade supervised; and (5) any other facts or figures bearing upon the characteristics of the position from the standpoint of complexity, responsibility, independence of action or decision, or any other allocation factor.)

Under the general supervision of engineers of higher ratings, following principally plans and methods established by them, with some responsibility for laying out the general arrangement plans, with limited latitude allowed for independent and unreviewed action and decision in developing working details to:

(a) Prepare and check general arrangement layouts of detail drawings of Ordnance mechanical equipment for gun mounts, ammunition hoists, torpedo tubes and fire control material..... 105

(b) Make computations of stresses for the various parts..... 105

(c) Check detail drawings for correctness as to dimensions, clearances, proportions of parts, in conformance with Ordnance standards and Navy Department Specifications..... 1205

(CONTINUE STATEMENT OF DUTIES ON REVERSE OF SHEET)

1. Name of the office and responsibilities of the position (continued)

2. Has any part of the work described above reviewed within the same organizational unit?

Reviewed for correctness and suitability of design.

3. Give the exact organizational title of the reviewer or reviewers. Senior Engineer.

4. Give name and exact organizational title of employee's immediate supervisor. One of the following:
Engineers: P. V. Gurr, A. J. Stanton, J. H. Stockard, F. E. Patlak, Jr.
OR Engineers M. Goldberg, OR P. C. Bitner.

5. Give special qualifications (education, training, experience, etc.) of employee, or, if the position is a vacancy, the qualifications necessary for the work.

EDUCATIONAL TRAINING	EXPERIENCE AND OTHER SPECIAL QUALIFICATIONS
6. Give the highest grade or year	
Elementary school <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
High school <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
College <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Technical or post graduate: Kind and extent	

7. Date when employee entered upon the duties and assumed the responsibilities described above 1-16-41

H. M. Klee
Junior Administrative Officer
(Signature of preparing officer)
Date MAR 8 1941
H. M. Klee
Acting Chief of Bureau
(Signature of reviewing officer)

Form 100
January 1947

Bureau copy

UNITED STATES CIVIL SERVICE COMMISSION CLASSIFICATION SHEET

C.S.C. No. _____
Bureau No. **15**
Code _____

CHECK TO INDICATE WHETHER SHEET IS FOR—		GIVE FOLLOWING INFORMATION FOR ITEM CHECKED
New position		(Temporary or permanent)
Pay change	X	Vacancy #1-73 (Name and C.S.C. number on sheet of position into which moved)
Identical position		(Name and C.S.C. number on sheet of position with which identical)
Material modification of		(Mention nature of modification)
Other change		(Explain reason for submission of sheet)

CLASSIFICATION			
	Series	Grade	Step
Recommended by Bureau	2	1	8
Allegation by head of Department			
Allegation by Civil Service Commission			
Action No.			
Date			

- Name **Kitcher, Sam**
(Surname) (Given name) (Initial)
- C.S.C. number of last sheet for this employee _____
- Employee's present basic annual salary rate **\$2,000**
- Allowances (deduction for Q.S.L., etc.) **None**
(Check one)
- Department **Navy**
- Bureau **Ordnance**
- Division **Technical**
- Section or unit **Design**
- Title of position **Junior Engineer (Mechanical)**
(Usual departmental or organizational title)

10. Description of the duties and responsibilities of the position: (Describe, as objectively and concretely as possible, the duties and responsibilities of position in question, following this order: (1) Kind and extent of supervision or direction under which the work is performed; (2) the major, regular, periodic or important tasks, indicating proportion of time; (3) the tasks of lesser frequency or importance, indicating proportion of time; (4) any supervisory responsibilities, show the number of employees in each grade supervised; and (5) any other facts or figures bearing upon the characteristics of the position from the standpoint of difficulty, complexity, responsibility, independence of action or decision, or any other allocation factor.)

Under immediate supervision of engineers of higher rating, this employee will be required to prepare detailed plans of ordnance material, working from approved general arrangement plans, specifications, or sketches prepared by others.

This work includes the design of details and the making of simple layouts of guns, ammunition, bombs, parts of gun mounts, fire control material, torpedo tubes, ammunition hoists; the making of the less difficult stress calculations and computations for determining weight and center of gravity; the checking of contractors' drawings as to conformance with specifications and contract requirements; the recording and tabulating of technical data....

(CONTINUE STATEMENT OF DUTIES ON REVERSE OF SHEET)

1A. Description of the duties and responsibilities of the position (continued):

For what purpose is any part of the work described above reviewed within the same organizational setting?

All work is reviewed in detail for correctness and suitability.

(7) Give the usual organizational title of the reviewer or reviewers. **Engineers and Senior Engineers**

Name _____ Organizational title of employee's immediate supervisor _____

10 actual qualifications (education, training, experience, etc.) of employee; or, if the position is a vacancy, the qualifications
11 for the work.

EDUCATIONAL TRAINING	EXPERIENCE AND OTHER SPECIAL QUALIFICATIONS
Highest grade or year _____ Elementary school _____ High school _____ College or university _____ Graduate school _____ Postgraduate school _____ Other _____	
Type of training _____ Kind and extent of training _____ Date of completion _____ Degree _____ Other _____	
Name of employer _____ Address _____ City _____ State _____ Zip _____ Other _____	
Name of employer _____ Address _____ City _____ State _____ Zip _____ Other _____	
Name of employer _____ Address _____ City _____ State _____ Zip _____ Other _____	
Name of employer _____ Address _____ City _____ State _____ Zip _____ Other _____	
Name of employer _____ Address _____ City _____ State _____ Zip _____ Other _____	
Name of employer _____ Address _____ City _____ State _____ Zip _____ Other _____	
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Name of employer _____ Address _____ City _____ State _____ Zip _____ Other _____	
Name of employer _____ Address _____ City _____ State _____ Zip _____ Other _____	
Name of employer _____ Address _____ City _____ State _____ Zip _____ Other _____	

Date when employee entered upon the duties and assumed the responsibilities described above

Н. И. Деев

(Signature of preparing officer)

Junior Administrative Clerk

Date Oct 17 1988

H. M. Rice

(Signature of reviewing officer)

CLASSIFICATION

E.A. GARDNER PRINTING CO.

OATH OF OFFICE

Prescribed by Section 1757, Revised Statutes of the United States

Navy Department

(Department or Establishment)

Secretary's Office

(Bureau or Office)

Max Elitcher

(Name in full, printed or typed)

solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. SO HELP ME GOD.

May E. Elitcher

(Signature of Appointee)

Subscribed and sworn to before me this 2nd day of November, A.D. 1918

at Washington

(City or place)

D. C.

(State)

[SEAL]

Notary Public

Note.—If the oath is taken before a Notary Public the date of expiration of his commission should be shown.

My commission expires December 6, 1920

Position to which appointed Jr. Eng. (Mech.), 1st Class, Bureau of Ordnance

Date of entrance on duty November 1, 1918

Note

Noted. On

11-12

November 2, 1938

From: Secretary of the Navy (By direction),
To: Max Fletcher, 1571 Lexington Ave.,
New York, N. Y.

Subject: Probational Appointment.

Having been certified to the Navy Department as eligible for appointment from New York as shown by certificate No. B-8454- of the U. S. Civil Service Commission, you are hereby appointed on probation as junior engineer (mechanical), P-1, in the Bureau of Ordnance, Navy Department,

with pay at the rate of \$2000 per annum, chargeable to the appropriation "Replacement of Naval Vessels, Armor, Armament and Ammunition,"

to take effect November 2, 1938, on which date you will execute the required oath and enter upon duty.

Your retention in the service after expiration of probationary period shall be equivalent to absolute appointment.

Wm. E. Morgan,
Administrative Assistant
and Chief Clerk

(New position, allocation
received 9-1-38)

C:Ord.

Forms executed:

Declaration of Appointee
Medical Certificate
Personal History Sheet
Oath of Office
Marital Affidavit
Fingerprint Chart
Proof of date of birth
Proof of graduation

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

TEMPORARY APPOINTMENT, TRANSFER, REINSTATEMENT, OR PROMOTION, ETC.
(NONCOMPETITIVE)

(This form is used to determine, noncompetitively, the qualifications of a person when official action is proposed in his case. It should be submitted only through the appointing officer, and only when official action is proposed.)

Any false statement in an application, or alteration of a voucher or certificate, or presentation to the Commission of such paper, is a violation of the law and punishable as such. All answers must be in ink or typewriting. If more space is required, an additional sheet securely fastened to this form may be used. Answers on such sheet should be numbered to correspond to questions.

Print your name plainly in ink, or typewrite (use given name, initial or initials, and surname). If a woman, prefix "Miss" or "Mrs." and if married, use your own given name, as "Mrs. Mary L. Doe."

Applicant will not fill the following blanks

MAX ELITCHER
5309 8 ST. N.W.
WASHINGTON D.C.
RA 5922

Rating _____ Application No. _____
Kind of examination _____
Place _____
Date _____
Application _____ approved _____, 19____
By whom _____ approved _____

1. (a) Check the purpose for which this form is being filed: ☐ Reinstatement ☐ Transfer ☒ Promotion ☐ Temporary appointment ☐ Reemployment ☐ Emergency Replacement List ☐ Classification. (b) What department or agency is proposing the action? NAVY
2. Are you a citizen of the United States? (Answer yes or no) YES
3. Give (a) the date of your birth SEPT. 1, 1918 (b) the place of your birth NEW YORK, N.Y.
4. Give in the blanks below a detailed statement of your education, including dates:
- (a) Grammar school: Attended from FEB. 1924 to FEB. 1931 Highest grade completed 8
- (b) High school: Name and location STUYVESANT HIGH SCHOOL, NEW YORK, N.Y.
Attended from FEB. 1931 to FEB. 1934 Highest grade completed 8 Were you graduated? Y

(c) College or university (Give both graduate and undergraduate work)		Dates of attendance (Give month and year)		Semester-hours credit received	Major subject		Degree conferred	Date of degree
Name	Location	From	To		Name	Rem. hrs. in major		
COLLEGE OF CITY OF NEW YORK	NEW YORK, N.Y.	FEB. '34	FEB. '38	145	FE-T. EN.	53	B.S. EN.	JUNE 1938
COLLEGE OF CITY OF N.Y.	NEW YORK, N.Y.	FEB. '38	JUNE '38	16	ELECT. ENG.	12		

(d) Specify here any specialized courses which you have completed in high school, college, or elsewhere, and indicate the credits received for each course

(e) Have you ever been admitted to the bar? NO Of what State? _____ When? _____

5. Furnish in the blanks below a complete, comprehensive statement, showing every employment you have had since you first began to work, including your present employment, and accounting for all periods of unemployment. List employments chronologically, beginning with the earliest. If you acquired your experience under a different name from that shown above, indicate in the spaces below the name by which you were employed.

Place of employment	Dates of employment (Month and year)	NAME AND ADDRESS OF EMPLOYER (Give street address and city and State. If unemployed, give own address at that time)	Yearly salary or net earnings	NAME OF POSITION AND DESCRIPTION OF DUTIES
1. City <u>WASH.</u> State <u>D.C.</u>	From <u>NOV. 38</u> To <u>DEC. 38</u>	<u>NAVY DEPT</u> <u>BUREAU OF ORDNANCE</u>	<u>2000</u> <u>2100</u>	<u>JUNIOR ENGINEER.</u> <u>DESIGN SECTION, FIRE CONTROL.</u> <u>DESIGN FIRE CONTROL EQUIPMENT.</u> <u>SIGHTS, CON. ATTACHMENTS.</u>
2. City <u>WASH.</u> State <u>D.C.</u>	From <u>JAN. 40</u> To <u>—</u>	<u>NAVY DEPT</u> <u>BUREAU OF ORDNANCE</u>	<u>2600</u>	<u>ASSISTANT ENGINEER</u> <u>DESIGN SECTION, FIRE CONTROL.</u> <u>DESIGN AND REVIEW FIRE CONTROL</u> <u>EQUIPMENT SPECIFICATIONS.</u>
3. City _____ State _____	From _____ To _____			
4. City _____ State _____	From _____ To _____			
5. City _____ State _____	From _____ To _____			

IF MORE SPACE IS REQUIRED, CONTINUE YOUR ENTRIES ON A SEPARATE SHEET ARRANGED AS ABOVE

1. Have you ever been discharged or forced to resign from any position? NO
(Yes or No)

If answer is "Yes," state when and where employed and give the name and address of your employer and the reason for your discharge or forced resignation in each case.

2. Within the past 12 months have you used intoxicating beverages? NO
(Yes or No)

Habitually? NO
(Yes or No)

To excess? NO
(Yes or No)

3. If you have any practical knowledge of a mechanical trade, name the trade or trades, and state the times you have worked at each, and when, where, and under whom, giving places and dates. (If you have served as a greenhand, so state.)

10. If not now employed, state how long you have been unemployed

11. Have you ever been in the United States military or naval service? NO If so, give name of organization and dates of enlistment and discharge.
(Yes or No)

12. (a) Have you ever filed an application with this Commission or its representative for any branch of the United States Government service? YES

(b) If so, give information indicated regarding each examination.	Name each position for which examined, or for which application was filed	In what city were you, or are you to be, examined?	Give the date of each examination (Month and year)	Did you pass? (Answer "Yes" or "No")
	JUNIOR ENGINEER	NEW YORK, N.Y.	JUNE, 1938	YES
	ASST. ENGINEER	"	"	YES
	ASST. ENGINEER	"	"	"

13. In what State or Territory have you legal or voting residence?	Length of such residence therein? (Residence must be shown up to date of exam.)	In what county have you legal or voting residence?	Length of such residence in county? (Residence must be shown up to date of exam.)
NEW YORK	From SEPT. 1, 1918 to OCT. 1, 1938 (Month) (Year) (Month) (Year)	NEW YORK	From SEPT. 1, 1918 to OCT. 1, 1938 (Month) (Year) (Month) (Year)

14. If during the past year you have not resided continuously in the State or Territory in which you claim legal or voting residence, or are not now actually living in a State or Territory, answer the following questions fully:

(a) For what periods since such residence was first established have you been absent therefrom? (Give dates)

NOV. 1938 TO PRESENT

(b) What is the name, address, and relationship of the person, if any, living at the place in the State or Territory in which you claim legal or voting residence?

JACOB BLITCHER 1571 LEXINGTON AVE NEW YORK
FATHER

(c) Are you now a voter in the State or Territory? (Answer "Yes" or "No")

YES

15. Are you a member of any Communist or German Hind organization or any political party or organization which advocates the overthrow of our constitutional form of government in the United States, or do you have membership in or any affiliation with any group, association, or organization which advocates, or is in support to any organization or movement advocating, the overthrow of our constitutional form of government in the United States? NO
If name the organization and give complete details on sheet to be attached hereto.

JURAT (OR OATH).—This jurat (or oath) must be executed.

The following oath must be taken before a notary public, the secretary of a United States civil service board of examiners or other officer authorized to administer oaths, before whom the applicant must appear in person. The following are among those not authorized to administer this oath: Postmasters, Army officers, post-office inspectors, and chief clerks and assistant clerks in the Railway Mail Service.

The composition and work in connection with any material required to be submitted for this examination are entirely my own, except where I have given full credit for quoted matter or the collaboration of others by quotation marks and reference and in the composition of the name I have received no assistance except as indicated fully in my explanatory statement.

I, the undersigned, DO SOLEMNLY SWEAR (OR AFFIRM) that the statements made by me in answer to the foregoing questions are full and true to the best of my knowledge and belief. SO HELP ME GOD.

If female, prefix "Miss" or "Mrs." and if married, use your own given name, as "Mrs. Mary E. Doe."

(Signature of applicant)

May E. Bitcher

Subscribed and duly sworn to before me according to law by the above-named applicant, this _____ of _____, 19____, at city [or town] of _____ county of _____, and State [or Territory or District] of _____.

(Signature of officer)

U. S. GOVERNMENT PRINTING OFFICE

16-497-1

(Official title)

NAVY DEPARTMENT
ADMINISTRATIVE OFFICE
WASHINGTON 25, D. C.

EXOS:AO:DCPB:OR:b

1 July 1946

To: Civilian Employees of the Bureaus, Boards and Offices, Navy Department, and of Headquarters, U.S. Marine Corps

Subj: Affidavit Regarding Membership in Certain Types of Organizations

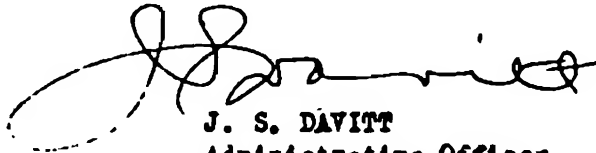
Ref: (a) Navy Department Appropriation Bill for 1947, Section 109
(b) Alnavsta No. 36

1. Section 109 of the Navy Department Appropriation Bill for 1947 in part prohibits the payment of salary or wages to any person who engages in a strike against the Government or is a member of an organization of Government employees that asserts the right to strike against the Government. The Section further provides that any person falling in one of these categories who accepts employment in the Navy Department shall be guilty of a felony liable to a fine of not more than \$1000 or imprisonment for not more than one year, or both. The Bill also provides that an affidavit shall be considered prima facie evidence that a person has not acted contrary to the provisions of the Bill.

2. Reference (b) directs that each civilian employee on the rolls of the Navy Department as of 1 July 1946 shall submit an affidavit regarding his or her status with regard to Section 109 of reference (a). Employees refusing to execute an affidavit will be separated from employment in the Department in accordance with NCPI 45.

3. A standard form of affidavit is reproduced on the reverse side of this letter. The form must be signed by the employee and be notarized by competent authority, including officers of the Navy of the rank of Lieutenant (jg) and above, and officers of the Marine Corps of the rank of 1st Lieutenant and above.

4. Signed and sworn affidavits should be delivered to the Civilian Personnel Officer in your Bureau for insertion in your personnel file.


J. S. DAVITT
Administrative Officer
Navy Department

AFFIDAVIT

I do hereby solemnly swear (or affirm) that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States; and that during such time that I am an employee of the Navy Department (Federal Government) I will not become a member of an organization of Government employees that asserts the right to strike against the Government of the United States, and that I will not engage in a strike against the Government of the United States.

May Eltche

Subscribed and duly sworn to before me by the above person
this 12 day of July 1946, at Dist. of Columbia
State of _____.

O. L. Stevens

Official Title Comdr USN R

000000 1.00 0.00 1.00 1.00

28 OCT. 1949

0400 2400

186-8

0122, 201104

1. *Chlorophyll a* and *Chlorophyll b* content of the leaves was determined by the method of Arnon and Whistler (1940).

1 SEPT, 1918

SE

MALE

.. SEPALE

YES

7

YES.

18

Page 10 of 10

If you have served in the Armed Forces of the U. S. specify:
the period or periods of service.

YES ☒ NO ☐

HAVE YOU EVER ESTABLISHED A PERSONAL PREFERENCE WITH THE CIVIL SERVICE COMMISSION?

☐ YES

X 23

RECORD OF FEDERAL EMPLOYMENT OF-OF W-4, ELDER, CIV. DEPARTMENT

[illegible]

X. YES

42

NAVY DEPT

Max Fletcher

PERSONAL HISTORY STATEMENT

DATE 5/28/41

1. Mr. ☐ Last Name ELITCHER First Name MAX Middle Name Telephone Number RE 7400
 Miss ☐ Mrs. ☐

Street Address 2225 - N ST. N.W. City and State NEW YORK, D.C. RE 049

2. Legal Voting Residence
 STATE NEW YORK CONGRESSIONAL DISTRICT 18
 COUNTY NEW YORK
 CITY OR TOWN NEW YORK

3. Place and Date of Birth
 STATE OF BIRTH NEW YORK DATE OF BIRTH APR 1 1912
 COUNTY NEW YORK
 CITY OR TOWN NEW YORK

4. Personal Description
 SEX MALE ☒ FEMALE ☐
 MARITAL STATUS SINGLE ☒
 MARRIED ☐
 WIDOW(ER) ☐
 DIVORCED ☐
 SEPARATED ☐
 HEIGHT 5'-6" WEIGHT 145
 RACE WHITE ☒ COLORED ☐ OTHER (specify,)

5. Locations of birth, for proper location
 1. NEW YORK
 2. NEW YORK
 3. NEW YORK
 4. NEW YORK
 5. NEW YORK
 6. NEW YORK
 7. NEW YORK
 8. NEW YORK
 9. NEW YORK
 10. NEW YORK

7. List all federal, state or other civil service examinations you have taken
 TITLE OF EXAMINATION JUNIOR ENGINEER

8. Education
 KIND YEARS COMPLETED
 GRAMMAR SCHOOL 8
 JR. HIGH SCHOOL 1
 HIGH SCHOOL 3
 BUSINESS SCHOOL
 COLLEGE 4
 POST-GRADUATE 1/2

9. Give details of your education
 NAME AND LOCATION OF COLLEGE
COLLEGE OF CITY OF NEW YORK
NEW YORK, N.Y.
COLLEGE OF CITY OF NEW YORK

10. List all college subjects in which you have taken
 (Indicate grade)
 SUBJECT
ELECTRICAL ENGINEERING 4
MECHANICAL ENGINEERING 1
PHYSICS 1
MATHEMATICS 1

Best available copy

11. State any other education you have had, such as correspondence courses:

12. List collegiate fellowships, scholar-
scholastic honors, and significant
activities:

M. LOUWMEIN 5-2-26

13. Specialized Skills

STENOGRAPHY

TELETYPE

TELEPHONE

Office Machines Operated

SHARP

FAIR

14. If you are a member of the bar, C.P., or
member of some other professional society,
state particulars.

15. Are there any unsatisfied judgments or re-
cord against you? Yes ☐ No ☒ If
"Yes," state particulars:

16. Have you ever been arrested, indicted or con-
victed for any violation of law other than a
minor traffic violation? Yes ☐ No ☒ If
"Yes," state name of court, nature of offense,
and disposition of your case.

17. Describe any physical defect or disability
you may have.

MYE-LIT (CO. P. T. E. C.)

18. How many working days have you lost in the
past two years because of illness? 3
State nature of illness.

THROAT AFFECTION

19. Are any of your relatives in the employ of
the Navy Department? Yes ☐ No ☒

If "Yes," state:

NAME	RELATIONSHIP	NUMBER	RELATIONSHIP	NUMBER	RELATIONSHIP
				3	FATHER, MOTHER

21. Are there any members of your family, domiciled with you, in the service of the Federal Government
or the District of Columbia? Yes ☐ No ☒ If "Yes," state below:

NAME	POSITION & DEPARTMENT IN WHICH EMPLOYED	RELATIONSHIP
	POSITION	
	DEPARTMENT	
	POSITION	
	DEPARTMENT	
	POSITION	
	DEPARTMENT	

22. In case of emergency, notify:

NAME	STREET ADDRESS
ALICE SLITCHER	1571 LEXINGTON AVE.
RELATIONSHIP	CITY AND STATE
FATHER	NEW YORK, N.Y.

23. Give names and addresses of five persons who have knowledge of your experience and ability.

NAME	ADDRESS	OCCUPATION
M. H. PROUD	3401 PATTERSON AVE. N.Y.C.	PLUMBER
M. A. ANTON	WATERBURY, CT.	SENIOR ENG.
M. H. GORDON	1100 E. 10th St. N.Y.C.	ENGINEER
M. H. GORDON	1100 E. 10th St. N.Y.C.	ENGINEER
M. H. GORDON	1100 E. 10th St. N.Y.C.	ENGINEER

Experience

IN THE FOLLOWING SPACES, GIVE A COMPLETE RECORD OF ALL EMPLOYMENT YOU HAVE HAD, INCLUDING GOVERNMENT EMPLOYMENT AND MILITARY AND NAVAL SERVICE, ACCOUNTING FOR ALL PERIODS OF UNEMPLOYMENT.

(Begin with your present or most recent position and work back.)

Dates of Employment (Month & Yr.)	Name & Address of Firm or Employer	Annual Salary in Each Position	Title, Duties and Reason for Leaving (Give last efficiency rating in government service, if any)
1. FROM NOV. 1938 TO FEB. 1941	NAME NAVY DEPT BU ORDANCE ADDRESS WASHINGTON, D.C.	STARTING \$ 2000 FINAL \$ 2100	UNION ENGINEER DESIGN SECTION VERY GOOD
2. FROM FEB. 1941 TO	NAME " ADDRESS "	STARTING \$ 2600 FINAL \$	ASSISTANT ENGINEER "
3. FROM TO	NAME ADDRESS	STARTING \$ FINAL \$	
4. FROM TO	NAME ADDRESS	STARTING \$ FINAL \$	
5. FROM TO	NAME ADDRESS	STARTING \$ FINAL \$	
6. FROM TO	NAME ADDRESS	STARTING \$ FINAL \$	
7. FROM TO	NAME ADDRESS	STARTING \$ FINAL \$	
8. FROM TO	NAME ADDRESS	STARTING \$ FINAL \$	
9. FROM TO	NAME ADDRESS	STARTING \$ FINAL \$	
10. FROM TO	NAME ADDRESS	STARTING \$ FINAL \$	
11. FROM TO	NAME ADDRESS	STARTING \$ FINAL \$	

(If more space is required, continue entries on a separate sheet arranged as above.)

25. Have you ever been dismissed for cause or forced to resign from any employment? Yes ☐ No ☒
If answer is "Yes," describe circumstances fully on separate sheet and attach to this form.

26. In what lines of work are you most interested?

ENGINEERING

27. If, in your opinion, you have had special training or experience which qualifies you for the particular work you wish to do, make a detailed statement in space below.

I CERTIFY THAT THE FOREGOING STATEMENTS ARE TRUE AND COMPLETE.

(The Bureau of Ordnance reserves
the right to investigate all
statements made in this appli-
cation.)

SIGNATURE

W. A. Clitcher
(Sign one given name, middle initial or initials, if
have any, and your surname.)

PERSONAL HISTORY STATEMENT

(To be prepared by applicants in own handwriting)

Department or Establishment BUREAU OF ORDNANCE Date NOV. 2, 1930

1. Name in full (Mr., Mrs., or Miss) MR. ELITCHER, MAY
(Surname) (Given name) (Of other name)
2. Present address 1466 COLUMBIA ROAD N.W. WASHINGTON D.C.
(Number) (Street) (City) (State)
3. Legal (voting) residence NEW YORK NEW YORK NEW YORK
(State and Congressional District) (County) (City or town)
4. Where born NEW YORK NEW YORK When born SEPT 6
(State or foreign country) (City or town) (Month Day Year)
5. If foreign-born, state whether naturalized or alien

6. Indicate sex, marital condition, and race by check, thus: ☒ If Mrs., state other names under which previously employed.

SEX		MARITAL CONDITION				RACE. (If other, state which)	
Male <input checked="" type="checkbox"/>	Female	Single <input checked="" type="checkbox"/>	Married	Divorced	Widowed	White <input checked="" type="checkbox"/>	Colored

7. Number and ages of dependents domiciled with you NONE

8. A complete record of your past service for the United States Government other than military or naval: NO

BRANCH OF SERVICE	PLACE OF EMPLOYMENT	POSITION	SALARY	DATE APPOINTED			DATE SEPARATED		
				Month	Day	Year	Month	Day	Year

9. Are any members of your family, who are domiciled with you, in the U. S. Government service? If so, state below:

NAME	POSITION AND DEPARTMENT OR OFFICE IN WHICH EMPLOYED	RELATIONSHIP
	Position Department or office	
	Position Department or office	
	Position Department or office	

10. Do you now hold any State or municipal office? If so, state below:

(Title)

(Location)

(Date appointment expires)

11. Are you the wife of a disabled veteran or widow or orphan of a person who was in the military or naval service?

(Wife, widow, or orphan)

(Name of veteran)

(Organization and last year of service)

12. Military and naval record. If any, check (✓) to indicate branch and other information, and give dates of enlistment and discharge.

Name	Army	Navy	Marine Corps	Coast Guard	War veteran	Pensioner	Veterans' Bureau beneficiary
Enlisted							
Discharged							
Rank							
Organization							

[over]

16-1130

13. State any special qualifications not involved in your present position (for instance, lawyer, physician, civil engineer, of foreign languages, etc.) *None*

14. Statement of principal employment other than with the United States Government:

NAME AND ADDRESS OF EMPLOYER	POSITION AND CHARACTER OF WORK	LENGTH OF SERVICE

15. Education. Indicate by circling the number of years:

Common school							High school			College			(Name of college, degree, and dates completed)
1	2	3	4	5	6	7	1	2	3	1	2	3	CITY COLLEGE COLLEGE OF CITY OF NEW YORK BACHELOR OF ELECTRICAL ENG
						⑦							

16. In case of emergency, notify *MR. J. ELITCHER*

Relationship *FATHER* Post office address *1571 LEXINGTON AVE. NEW YORK*

I certify that the foregoing answers are correct to the best of my knowledge and belief.

May Elitcher

(Name as usually written and which will be used as official signature)

NOTE:

Do not seek assistance in filling out this form

BUREAU OF ORDNANCE
CIVILIAN PERSONNEL SUB-SECTION

M. ORD. 238

POSITION DESCRIPTION FORM

1. NAME ELITCHER MAX
LAST MIDDLE FIRST
2. TITLE OF POSITION ASSISTANT ENGINEER MECHANICAL
3. SERVICE AND GRADE APPOINTMENT P 2
4. BUREAU LOCATION NAVAL TEST WORK DIVISION RESEARCH AND DEVELOPMENT
SECTION DESIGN SUB-SECTION OR UNIT OF SECTION FIRE CONTROLS
ROOM NUMBER 4121 TELEPHONE NUMBER 3775

5. LIST BELOW EACH DISTINCT TYPE OF WORK THAT YOU DO AND INDICATE THE PERCENTAGE OF TIME DEVOTED TO EACH TYPE OF WORK LISTED. (EXAMPLES: STENOGRAPHIC, TYPING, FILING, ROUTING, POSTING, RECORD KEEPING, MACHINE OPERATING, ETC.) THIS SHOULD BE BASED UPON YOUR PRESENT DUTIES, WITH THE THIRTY DAYS PRIOR TO APRIL 15, 1942, BEING USED AS A SAMPLE; OR IN THE EVENT OF CHANGE, DESCRIBE THE DUTIES PERFORMED SINCE THE DATE OF LAST PROMOTION OR REASSIGNMENT.

NAME OF TASK	PERCENTAGE OF TIME
(1) DESIGN AND LAYOUT	60
(2) CHECKING DESIGN	15
(3) DRAWING	15
(4) WRITING	10
(5)	
(6)	
(7)	
	100%

6. DESCRIPTION OF DUTIES IN ACCORDANCE WITH INSTRUCTIONS ON ATTACHED SHEET, ITEM 6A.

7. DO YOU PERSONALLY ASSIGN, DIRECT, REVIEW, AND OTHERWISE IMMEDIATELY SUPERVISE THE WORK OF ANY OTHER EMPLOYEE? YES. ☒ NO. ☐ IF SO, GIVE IN THE SPACES BELOW THE NAMES AND TITLES OF THOSE WHO REPORT DIRECTLY TO YOU, IF NOT MORE THAN SIX IN NUMBER; OTHERWISE, GIVE THE NUMBERS OF SUCH EMPLOYEES BY CLASSES OR KINDS OF WORK PERFORMED.

HOW MANY	TITLES	NAMES	NATURE OF SUPERVISION
1	ENGINEER	W	REVIEW
1	ENGINEER	W	REVIEW

8. DO YOU PERFORM ANY WORK OR REVIEW ANY WORK WHICH IS NOT APPROVED OR FURTHER REVIEWED BY ANYONE ELSE? YES. ☐ NO. ☒ IF SO, STATE WITH RESPECT TO WHAT WORK THIS IS TRUE, AND THE EXTENT OF YOUR RESPONSIBILITY.

9. GIVE THE NAME AND TITLE OF YOUR IMMEDIATE SUPERVISOR.

NAME TITLE

10. WHO ASSIGNS YOUR WORK TO YOU?

11. WHO REVIEWS YOUR COMPLETED WORK?

12. ARE YOU IN A POSITION TO RECEIVE ADVICE OR COUNSEL FROM YOUR CHIEF OR SOME OTHER AUTHORIZED PERSON WHENEVER NECESSARY? YES. ☒ NO. IF SO, FROM WHOM?

DO YOU AVAIL YOURSELF OF THIS ADVICE AND COUNSEL? ☒ YES.

13. WORKING HOURS. USUAL TIME OF STARTING WORK A.M. TIME OF

LEAVING A.M. NET REGULAR WORKING HOURS PER WEEK 40 ARE YOU RE-

QUIRED TO WORK OVERTIME (CHECK ONE): NEVER OCCASIONALLY FREQUENTLY

☒ REGULARLY. AVERAGE NUMBER OF HOURS OF REQUIRED OVERTIME PER WEEK (BEST ESTIMATE) 8

14. I HEREBY CERTIFY THAT THE FOREGOING ENTRIES WERE MADE BY ME, THAT THE ANSWERS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT THE DESCRIPTION OF MY DUTIES AND RESPONSIBILITIES IS ACCURATE AND COMPLETE, AND WAS PREPARED WITHOUT COLLABORATION OR COMPARISON WITH OTHER EMPLOYEES.

(SIGNATURE OF EMPLOYEE OF POSITION)

4-17
(DATE)

PERSONNEL ACTION REQUEST

NAVORD FORM 280 (REV. 3/54)

INSTRUCTIONS: Use this form for all personnel actions. Attach NAVORD FORM 280 if civilian personnel is involved. Only one copy is required by the Administrative Division.

TO: As 2

FROM (Division, Section, Subsection, Unit)

Re Re4 Re4c

DATE

27 March 1946

1. RECRUITMENT OR REASSIGNMENT (NAVORD FORM 280 is required on all civilian assignments)

ASSIGN OR RECRUIT TO	NAME, TITLE AND GRADE	FROM (Div., Sec., Subsection, Unit)
	Max Elitcher, Engineer (Ordnance) P-5	Re4c
REPLACE	NEW POSITION	IN (Div., Sec., Subsection, Unit)
	REPLACE	DATE DETACHED OR REASSIGNED
REPLACEMENT FILL (BY THESE TIMES)	CHECK ONE <input type="checkbox"/> DETACHMENT (Specify activity below) <input type="checkbox"/> REASSIGNMENT (Specify activity below) <input type="checkbox"/> OTHER (Specify below)	DATE DETACHED OR REASSIGNED
	ACTIVITY TO WHICH DETACHED OR REASSIGNED	

2. COMPLEMENT AUTHORIZATION

DECREASE (Division, Section, Subsection, Unit)	INCREASE (Division, Section, Subsection, Unit)
COMPLEMENT	COMPLEMENT
REASON FOR ALL (When workload, backlog, overtime statistics etc. to justify position. For military billets also give description of duties)	

Post War Billet (See attached sheet for description of duties).

No comment involved

In accordance with BuOrd organization chart dated 15 December 1945.

3. CURRENT JOB DESCRIPTION OR GRADE CHANGE (NAVORD FORM 280 is required.)

NAME	Max Elitcher	COMPLEMENT CONTROL
PARENT TITLE	Engineer Ordnance	POSTED GRADE
PARENT GRADE	P-4	PROPOSED GRADE
PROPOSED TITLE	Engineer (Ordnance)	P-5

4. SIGNATURES

SECTION CHIEF	DIVISION DIRECTOR	APPROVING OFFICER
<i>J. E. Boland</i>	<i>B. Masterson</i>	<i>M. J. Linder</i>

5. FOR PERSONNEL SECTION USE ONLY

By direction.

Promote - Max Elitcher, Eng (Ord) P-4-874, DBC#10
 Per # 433 to Electrical Eng (See for Control), P-5-840, according to attached job description -
 H. B. Clay et
 5/2/46
 Bu 75946

Allocated 7/3/46

5A. DESCRIBE IN YOUR OWN WORDS AND IN DETAIL THE SPECIFIC TASKS OF THE TYPES OR KINDS LISTED IN ITEM 5. EXPLAIN HOW YOU DO THESE TASKS, THE METHODS, PROCEDURES, FORMS, AND EQUIPMENT USED. INDICATE THE PURPOSE OF THE WORK AND THE WAY IT IS RELATED TO THE OTHER WORK OF THE OFFICE OR UNIT. STATE WHERE, WHEN, AND UNDER WHAT CONDITIONS THE WORK IS DONE, IF THESE FACTORS IN ANY WAY ARE MAJOR OR SIGNIFICANT. IF YOU SUPERVISE THE WORK OF OTHERS, STATE BRIEFLY THE GENERAL NATURE OF THE WORK WHICH THEY PERFORM, AND GIVE A FACTUAL DESCRIPTION OF YOUR RESPONSIBILITY FOR SUCH WORK AND MANNER OF SUPERVISING IT. DESCRIBE EACH KIND OF WORK WHICH YOU DO IN A SEPARATE PARAGRAPH, NUMBERED TO CORRESPOND TO THE NUMBER OF THE LIST. WRITE THESE DESCRIPTIVE PARAGRAPHS ON SEPARATE SHEET OR SHEETS ATTACHED. WRITE YOUR NAME ON EACH SHEET. DO NOT WORK WITH OTHER EMPLOYEES IN FILLING OUT THE FORM, EVEN THOUGH THEIR WORK MAY BE VERY SIMILAR TO YOURS. IT IS YOUR OWN STATEMENT OF WORK THAT IS WANTED. WHEN IT APPEARS THAT THE POSITION DESCRIPTIONS HAVE BEEN PREPARED BY COPYING THOSE OF OTHER EMPLOYEES OR BY PARAPHRASING "STANDARD" DESCRIPTIONS OR CLASS DEFINITIONS, THE FORMS MUST NECESSARILY BE RETURNED FOR NEW DESCRIPTIONS BASED UPON THE ACTUAL DUTIES OF THE PARTICULAR POSITIONS.

PERCENT OR FRACTION OF TOTAL TIME	NATURE, DUTIES, AND RESPONSIBILITIES OF THE POSITION
60	DESIGNING OF FIRE CONTROL INSTRUMENTS INCLUDING ALL THE PARTS OF DRAWINGS. ALSO COMPUTATION OF FUNCTIONS AND CORRECTIONS FOR PARALLAX, SUCH AS PARALLAX AND FOCUSING DATA. LAYING OUT OF FIRE CONTROL EQUIPMENT IN DIRECTORIES AND TARGETS AND MAKING OF REQUIRED DRAWINGS.
15	CHECKING DRAWINGS OF SIMILAR NATURE AS THOSE DESCRIBED ABOVE CHECKING OF PARALLAX DRAWINGS INCLUDING OBTAINING REFERENCES FOR SAME AND SUPERVISING REVISION OF THEM.
15	COMPLETING IN DRAWINGS SUBMITTED FOR COMMERICAL AND INDIVIDUAL, FOR FIRE CONTROL INSTRUMENT. THIS INCLUDES WRITING OF LETTER OR MEMORANDUM.
10	WRITING SPECIFICATIONS FOR FIRE CONTROL EQUIPMENT

(IF ADDITIONAL SPACE IS REQUIRED, USE BACK OF THIS SHEET)

NAVY DEPARTMENT
BUREAU OF ORDNANCE

CLASSIFICATION QUESTIONNAIRE

Re 582

1. Name Vacancy (Last) (First) (Middle) 2. Room No. _____
3. Division, Section, Subsection Re, Re4, Re4c 4. Telephone Ext. _____
5. Payroll Title of Position Engineer (Ordnance) P-5
6. Usual or Working Title of Position _____
7. Describe below in detail the work you do. Use your own words, and make your description so clear that any one reading it can understand exactly what you do. Either by using hours, days, fractions, or percentages show how your whole working time is used. Fill in and attach additional sheets if necessary to record all duties performed.

TIME	WORK
	Under general supervision of the engineer-in-charge of the Development Division, antiaircraft fire control with cognizance for electrical solution type gun director systems.
	Plans and directs development projects and research pertaining to electrical solution type antiaircraft gun director fire control systems with main components such as the Gun Directors Mark 56 and 61, Gunpars Mark 1, Computers Mark 16, 33, 42, Stabilizer Unit Mark 1, Wind Transmitters Mark 4, and Mark 5, Parallel Correctors Mark 5 and 6 and Control Panels Mark 28. This is accomplished by the incumbent in the following manner: From general statements as to the requirements and objectives to be accomplished which may be supplied through the subsection chief, from the Section Chief, CNO, or suggested by the incumbent himself, has responsibility for ordering preliminary layout, and negotiating with manufacturer and lending guidance to the research and development as it progresses with special emphasis on Navy requirements and with an eye to final design and service acceptance.
	Based on thorough knowledge of Navy requirements and Naval policy, makes decisions on the spot which are confirmed in writing for the subsection of Section Chief. After all plans and development are completed and approved, incumbent specifies any tests that he deems necessary in addition to the usual laboratory and proving ground tests. His recommendation of final acceptance for production is accepted as sufficient for final approval by subsection and Section Chief.
	Acts as consultant to the Section Chief and to the engineers of other research, production, and maintenance sections on problems encountered in research and development, production, and maintenance as they relate to or may affect orderly design of cognizant ordnance equipment, the drawings and instruction books.
	Participates in conferences or other negotiations with engineers and project officers of the Bureau of Ordnance, Bureau of Ships, Naval Gun Factory, research
	*(continued on attached sheet)

(Do not write below this line)

8. Give name and title of person (or persons) who is your immediate superior.

9. List any equipment operated or used by you in doing your work.

10. Describe fully in what detail your assignments are made to you, stating what form (such as--pencil, roughdraft, verbal, etc.) your work is in when it comes to you, what decisions have already been made, what decisions are left to you.

11. Who checks or reviews your work?

How is the review made?

12. Give the names and titles of employees under your supervision. If you supervise an entire unit, simply give name of such unit and the number of employees supervised.

I certify that the entries made above are my own and to the best of my knowledge are accurate and complete.

Date

Signed

(Employee)

PART II. TO BE FILLED IN BY THE IMMEDIATE SUPERIOR

13. Are the above statements of the employee accurate and complete? (Indicate any inaccuracies or incomplete or

14. Give your idea of the essential nature of the work and responsibilities of the position and the supervisory attention it requires.

15. Indicate the qualifications which you think should be required in filling a future vacancy in this position, the position itself in mind, rather than the qualifications of the individual who now occupies it.

A. Education and Special Training: Years and kind

B. Experience: Years and kind

C. What knowledges, abilities, skills, and physical qualifications should incumbent possess?

16. If the position requires any typing or stenography fill out the following:

	Incidental or Important	% of Time Spent by Employee	Standard Commercial Course Essential to Do the Work?
Typing:			
Stenography:			

Date

Signed

(Certification of Immediate Superior)

laboratories, test centers, and contractor's plants and ships personnel problems involved in the development, improvement, installation, and test of antiaircraft gun director systems of the electrical solution type.

Initiates action for experimental tests and/or new research projects for the purpose of improving existing equipment, based on information obtained from battle damage reports and from reports of Naval officers in liaison with the fleet as to performance of equipment and suggestions leading to improvement or new design of antiaircraft fire control equipment in order to increase the fighting ability of the ship.

CLASSIFICATION REPORT

NAVED FORM 811

4520

B-1594

NAME Max Blitcher

Nature of action Increase in duties and responsibilities

Title of position Engineer (Anti-Aircraft) Grade P-5 Class Series

Division Re Section Rn4 Subsection Flde

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Under general supervision of the Engineer (Electrical) in charge of the Development Unit for antiaircraft fire control systems, has responsibility for the technical administration of all projects related to the design and development of the Gun Fire Control System Mark 56 which includes the Gun Director Mark 56 and power drives, Computer Mark 42, Wind Transmitter Mark 5, Parallax Corrector Mark 6, Console Mark 4, Control Panels Mark 27, 28, and 57 and the development of similar or related systems which involve as a result of Fleet needs.

In this capacity:

Plans, directs, and coordinates research and development projects on the above 56 system ~~to improve present design~~ to provide new equipment to meet specific service requirements, ~~and to improve performance and reliability of existing equipment.~~ This research and development involves preparation of official specifications outlining the requirements for development of new or modified equipment and directing Naval activities or outside activities to proceed with the work as outlined. Takes into consideration (1) electrical net works for so

problems within computer (as contrasted with mechanical components previously used); (2) automatic tracking features (by use of gyros and pickoffs of the gun directors (previously manually controlled); (3) application of linkage type computers as contrast with present types employing cams, standard multipliers, etc.; (4) greater use of electronic circuits, servos, electrical solutions, etc. (5) *utilization of this type computers to perform simultaneous control of two different calibrations*

Consults with scientific personnel doing the development work as to mechanical electrical engineering methods and plans to be employed to carry out the specifications maintains close contact with the design work and offers expert guidance when needed;

CLASSIFICATION REPORT

NAVJAG FORM 818

NAME _____

Nature of action _____

Title of position _____

Grade _____

Class
Series _____

Division _____

Section _____

Subsection _____

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

to determine their effectiveness - & make necessary modifications in the face of such fluctuations
witnesses tests and analyzes test results. Specifies any tests deemed necessary in addition to laboratory and proving ground tests. Before accepting a completed design of the Bureau of Ordnance, it is the incumbent's duty to ascertain that requirements have met, that the design has been properly and completely tested, and that the design is ready for production. Furnishes the Production Division with the completed item and makes arrangements with the forces afloat to conduct service test of new items. Serves as advisor to the Production Division on problems which arise in connection with design preliminary phases of production and initiates action to modify equipment *to meet production requirements.* Unsatisfactory. Arranges tests on first production equipment; observes and interprets results. Serves as advisor to the Engineer in Charge of the unit, to the Section Chief and to engineers of other research, Production and Maintenance sections on problems encountered in research and development, production and maintenance as they relate to or may affect *projects currently under development,* original design of cognate equipment.

** I ITT*
Reviews official correspondence and reports prepared in the Bureau pertaining to *new* design of the above items to improve performance, *facilitate manufacture,* *standardize parts,* etc., and approves or makes recommendations regarding *the entire* *new tests on new projects* *locations.* Reviews reports on performance of the above equipment from the Test and test activities and analyzes reports for frequency of malfunctions. Institutes such *test* *as are necessary to correct malfunctions.* Prepares technical correspondence, memorandum reports, and other documents involving Bureau action on research projects, outlining solutions or making recommendations for the prosecution of investigations and studies antiaircraft fire control problems and their utilization in the Mark 56 system.

analyzes, appraises, and selects information for briefs and records on antiaircraft

CLASSIFICATION REPORT

NAVORD FORM 818

NAME _____

Nature of action _____

Title of position _____

Grade _____

Class
Series _____

Division _____

Section _____

Subsection _____

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

~~fire control devices or applicable devices which are developed by domestic and foreign organizations, keeping continuously informed of the progress made by such organizations. Seeks to adapt, when feasible, such devices to the Mark 56 system.~~

Participates in conferences or other negotiations with engineers and project officers of the Bureau of Ordnance, Bureau of Ships, Naval Gun Factory, research laboratories, test centers, and contractors' plants and ships' personnel on problems involved in the development, improvement, installation, and testing of Mark 56 ^{systems} ~~antiaircraft~~ directors, computers, etc.

* Initiates action for experimental tests and/or new research projects for the purpose of improving existing equipment, ^{and for} based on information obtained from fleet reports and reports of Naval officers in liaison with the Fleet, ^{regarding} performance of equipment and suggestions leading to improvement or new design ~~of equipment~~ to improve the efficiency of the Mark 56 fire control system.

(Exercises general supervision over the Ordnance Engineer, P-4 who has responsibility for the development of the Gumar Mark 1.)

deleted and put under 1 by Devel

12 January 1948

NAVY DEPARTMENT
BUREAU OF ORDNANCE
WASHINGTON, D.C.

From: Ad2

To: Re4c

MEMORANDUM

Subj: Certification as to service and conduct as required for
Within Grade Promotions under the Ramspeck Act.

1. In accordance with the Federal Employees Pay Act of 1946, an employee shall be entitled to a periodic pay increase under the Ramspeck Act, provided that his current efficiency is "good" or better than "good" and that his service and conduct is certified as being otherwise satisfactory.

2. For the purpose of within grade advancement the "current efficiency" is defined as the official rating on record for the appropriate title and grade. Conduct is generally to be considered satisfactory when the employee's actions, habits, or attitudes do not interfere with work performance nor reflect discreditably on the Government Service.

3. The employee whose name appears on the certificate below is entitled to a periodic pay increase as of the date thereon. This certificate should be completed and returned within two days to Ad2, Room 3207.

F. K. DeWald
Civilian Personnel Director

CERTIFICATE OF SERVICE AND CONDUCT

To: Ad2

Subj: Certification as to service and conduct as required for Within
Grade Promotions under the Ramspeck ACT.

I hereby certify that in accordance with the requirements of
the Classification Act, as amended, the service and conduct of:

Max Elitcher

HAVE

BEEN SATISFACTORY AS OF 1-11-48

~~MADE~~

SIGNED

James B. Hall
Head of Section

RETURN IMMEDIATELY UPON COLLECTION TO AD2, ROOM 3207.

REVIEW OF WORK: _____

REVIEWER: _____

IMMEDIATE SUPERVISOR: _____

SUPPLEMENTAL STATEMENT:

ADDITIONAL INFORMATION:

(Name of Investigator)

Best
copy
available

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL
OFFICIAL: (XX) SPECIAL
PROBATIONAL or TRIAL PERIOD

As of 3-31-46 based on performance during period from 4-1-45 to 3-31-46

Elitcher, Max
(Name of employee)

Engr. (Ord) P-4
(Title of position, service, and grade)

Navy Department

Bureau Ordnance Red 4 Red 4
(Organization—Indicate bureau, division, section, unit, field station)

ON LINE BELOW
MARK EMPLOYEE

- ✓ If adequate
- If weak
+ If outstanding

1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A.
2. Underline the elements which are especially important in the position.
3. Rate only on elements pertinent to the position.
 - a. Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions.
 - b. Rate administrative, supervisory, and planning functions on elements in *italics*.

CHECK ONE:

- Administrative, supervisory, or planning
All others

- (1) Maintenance of equipment, tools, instruments.
— (2) Mechanical skill.
+ (3) Skill in the application of techniques and procedures.
— (4) Presentability of work (appropriateness of arrangement and appearance of work).
+ (5) Attention to broad phases of assignments.
+ (6) Attention to pertinent detail.
— (7) Accuracy of operations.
+ (8) Accuracy of final results.
✓ (9) Accuracy of judgments or decisions.
✓ (10) Effectiveness in presenting ideas or facts.
+ (11) Industry.
— (12) Rate of progress on or completion of assignments.
+ (13) Amount of acceptable work produced. (Is mark based on production records? (Yes or no))
✓ (14) Ability to organize his work.
✓ (15) Effectiveness in meeting and dealing with others.
+ (16) Cooperativeness.
+ (17) Initiative.
+ (18) Resourcefulness.
+ (19) Dependability.
— (20) Physical fitness for the work.

- (21) Effectiveness in planning broad programs.
— (22) Effectiveness in adapting the work program broader or related programs.
— (23) Effectiveness in devising procedures.
— (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
— (25) Effectiveness in directing, reviewing, and evaluating the work of subordinates.
— (26) Effectiveness in instructing, training, and developing subordinates in the work.
— (27) Effectiveness in promoting high working morale.
— (28) Effectiveness in determining space, personnel, and equipment needs.
— (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
— (30) Ability to make decisions.
— (31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

- (A) _____
(B) _____
(C) _____

STANDARD

Deviations must be explained on reverse side of this form

- Plus marks on all underlined elements, and no minus marks..... Excellent
Plus marks on at least half of the underlined elements, and no minus marks..... Very good
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks..... Good
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks..... Fair
Minus marks on at least half of the underlined elements..... Unsatisfactory

Adjective rating

Rating official E
Reviewing official E

Rated by Carl F. Jones Ord. Eng. P-5 28 March, 1946
(Signature of rating official) (Title) (Date)
Reviewed by John W. Jones Chief, USNR 28 March, 1946
(Signature of reviewing official) (Title) (Date)

Approved by efficiency rating committee May 14 1946 Report to employee E
(Date) (Adjective rating)

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL
OFFICIAL:
REGULAR () SPECIAL ()
PROBATIONAL or TRIAL PERIOD ()

As of 6-30-44 based on performance during period from 1-15-44 to 6-10-44

Kitcher, Max Engr. (Ord.) P-4 3800
(Name of employee) (Title of position, service, and grade)

Navy Dept. Bureau Ordnance Rel Room
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW
MARK EMPLOYEE

If adequate

If weak

If outstanding

1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A.
2. Underline the elements which are especially important in the position.
3. Rate only on elements pertinent to the position.
 - a. Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions.
 - b. Rate administrative, supervisory, and planning functions on elements in *italics*.

CHECK ONE: -

Administrative, supervisory, or planning ☐

All others ☒

- ☒ (1) Maintenance of equipment, tools, instruments.
- ☒ (2) Mechanical skill.
- ☒ (3) Skill in the application of techniques and procedures.
- ☒ (4) Presentability of work (appropriateness of arrangement and appearance of work).
- ☒ (5) Attention to broad phases of assignments.
- ☒ (6) Attention to pertinent detail.
- ☒ (7) Accuracy of operations.
- ☒ (8) Accuracy of final results.
- ☒ (9) Accuracy of judgments or decisions.
- ☒ (10) Effectiveness in presenting ideas or facts.
- ☒ (11) Industry.
- ☒ (12) Rate of progress on or completion of assignments.
- ☒ (13) Amount of acceptable work produced. (Is mark based on production records? Yes or no)
- ☒ (14) Ability to organize his work.
- ☒ (15) Effectiveness in meeting and dealing with others.
- ☒ (16) Cooperativeness.
- ☒ (17) Initiative.
- ☒ (18) Resourcefulness.
- ☒ (19) Dependability.
- ☒ (20) Physical fitness for the work.

- ☒ (21) Effectiveness in planning broad programs.
- ☒ (22) Effectiveness in adapting the work program to broader or related programs.
- ☒ (23) Effectiveness in devising procedures.
- ☒ (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
- ☒ (25) Effectiveness in directing, reviewing, and evaluating the work of subordinates.
- ☒ (26) Effectiveness in instructing, training, and developing subordinates in the work.
- ☒ (27) Effectiveness in promoting high working morale.
- ☒ (28) Effectiveness in determining space, personnel, and equipment needs.
- ☒ (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
- ☒ (30) Ability to make decisions.
- ☒ (31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

- ☐ (A) _____
- ☐ (B) _____
- ☐ (C) _____

STANDARD

Deviations must be explained on reverse side of this form

- Plus marks on all underlined elements, and no minus marks
- Plus marks on at least half of the underlined elements, and no minus marks
- Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks
- Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks
- Minus marks on at least half of the underlined elements

Adjective rating
Excellent
Very good
Good
Fair
Unsatisfactory

Adjective rating

Rating official E
Reviewing official E

Rated by C. W. Brown Senior Engr (P5) July 27, 1944
(Signature of rating official) (Title) (Date)
Reviewed by Michael Golding Principal Engineer July 28, 1944
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee AUG 22 '44 Report to employee E
(Date) (Adjective rating)

16-5417-2

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-EMPLOYEE
OFFICIAL: ☒ REGULAR ☒ SPECIAL ☐ PROBATIONAL ☐ OF TRIAL PERIOD

As of 3-31-48 based on performance during period from 4-1-47 to 3-31-48

Elitcher, Max

Elec. Engr.

P-5

(Name of employee)

(Title of position, service, and grade)

Navy Department

Bureau Ordnance

Relic

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW
MARK EMPLOYEE

- ☒ If adequate
☐ If weak
☐ If outstanding

1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 8823A.
2. Underline the elements which are especially important in the position.
3. Rate only on elements pertinent to the position.
 - a. Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions.
 - b. Rate administrative, supervisory, and planning functions on elements in *italics*.

CHECK ONE

Administrative
Supervisory or
Planning
All other

- ☐ (1) Maintenance of equipment, tools, instruments.
☐ (2) Mechanical skill.
☐ (3) Skill in the application of techniques and procedures.
☐ (4) Presentability of work (appropriateness of arrangement and appearance of work).
☒ (5) Attention to broad phases of assignments.
☒ (6) Attention to pertinent detail.
☐ (7) Accuracy of operations.
☐ (8) Accuracy of final results.
☒ (9) Accuracy of judgments or decisions.
☒ (10) Effectiveness in presenting ideas or facts.
☒ (11) Industry.
☒ (12) Rate of progress on or completion of assignments.
☒ (13) Amount of acceptable work produced. (Is mark based on production records? No)
☒ (14) Ability to organize his work.
☒ (15) Effectiveness in meeting and dealing with others.
☒ (16) Cooperativeness.
☒ (17) Initiative.
☒ (18) Resourcefulness.
☒ (19) Dependability.
☐ (20) Physical fitness for the work.

- ☐ (21) Effectiveness in planning broad programs.
☐ (22) Effectiveness in adapting the work program broader or related programs.
☒ (23) Effectiveness in devising procedures.
☒ (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
☒ (25) Effectiveness in directing, reviewing, and evaluating the work of subordinates.
☒ (26) Effectiveness in instructing, training, and developing subordinates in the work.
☒ (27) Effectiveness in promoting high working standards.
☐ (28) Effectiveness in determining space, personnel, and equipment needs.
☒ (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
☒ (30) Ability to make decisions.
☐ (31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

- ☐ (A)
☐ (B)
☐ (C)

STANDARD

Deviations must be explained on reverse side of this form

- Plus marks on all underlined elements, and no minus marks.
Plus marks on at least half of the underlined elements, and no minus marks.
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks.
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks.
Minus marks on at least half of the underlined elements.

Adjective
rating
Excellent
Very good
Good
Fair
Unsatisfactory

Rating
official Excellent
Reviewing
official E

Rated by O. L. Stevens Development Unit Head 3/2/48
(Signature of rating official) (Title) (Date)
Reviewed by James B. Ball Captain U.S.N. 3/2/48
(Signature of reviewing official) (Title) (Date)
Rating approved by efficiency rating committee 18 MAY 1948 Report to employee Excellent
(Date) (Adjective rating)

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL
OFFICIAL: (X) REGULAR () SPECIAL
PROBATIONAL or TRIAL PERIOD

As of 3-31-47 based on performance during period from 6-30-46 to 3-31-47

Elitcher, Max

(Name of employee)

Elec. Engr.

P-5

(Title of position, service, and grade)

Navy Department

Bureau Ordnance

Relic

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW
MARK EMPLOYEE

Inadequate

If weak

If outstanding

1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A.
2. Underline the elements which are especially important in the position.
3. Rate only on elements pertinent to the position.
 - a. Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions.
 - b. Rate administrative, supervisory, and planning functions on elements in *italics*.

CHECK ONE:

Administrative,
supervisory or
planning _____

All other _____

- + (1) Maintenance of equipment, tools, instruments.
- + (2) Mechanical skill.
- + (3) Skill in the application of techniques and procedures.
- + (4) Presentability of work (appropriateness of arrangement and appearance of work).
- + (5) Attention to broad phases of assignments.
- + (6) Attention to pertinent detail.
- + (7) Accuracy of operations.
- + (8) Accuracy of final results.
- + (9) Accuracy of judgments or decisions.
- + (10) Effectiveness in presenting ideas or facts.
- + (11) Industry.
- + (12) Rate of progress on or completion of assignments.
- + (13) Amount of acceptable work produced. Is mark based on production records? Yes (If no mark)
- + (14) Ability to organize his work.
- + (15) Effectiveness in meeting and dealing with others.
- + (16) Cooperativeness.
- + (17) Initiative.
- + (18) Resourcefulness.
- + (19) Dependability.
- + (20) Physical fitness for the work.

- + (21) Effectiveness in planning broad programs.
- + (22) Effectiveness in adapting the work program to broader or related programs.
- + (23) Effectiveness in devising procedures.
- + (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
- + (25) Effectiveness in directing, reviewing, and evaluating the work of subordinates.
- + (26) Effectiveness in instructing, training, and developing subordinates in the work.
- + (27) Effectiveness in promoting high working moral.
- + (28) Effectiveness in determining space, personnel, and equipment needs.
- + (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
- + (30) Ability to make decisions.
- + (31) Effectiveness in delegating clearly definite authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

- + (A) _____
- + (B) _____
- + (C) _____

STANDARD

Deviations must be explained on reverse side of this form

- + Plus marks on all underlined elements, and no minus marks _____
- + Plus marks on at least half of the underlined elements, and no minus marks _____
- + Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks _____
- + Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks _____
- + Minus marks on at least half of the underlined elements _____

Adjective rating

Excellent

Very good

Good

Fair

Unsatisfactory

Rating official Ex.
Reviewing official E

Rated by Max Elitcher

(Signature of rating official)

Cdr. USN

(Title)

31 Mar 47

(Date)

Reviewed by Michael Golden

(Signature of reviewing official)

Cdr. USN

(Title)

11 Apr 1947

(Date)

Rating approved by efficiency rating committee

16 MAY 1947

(Date)

Report to employee

E

(Adjective rating)

Replacement of Naval Vessels, AAAA

Form 3201—(April 1935)
U. S. Civil Service Commission

From 4-15-40
To 1-16-41

SERVICE RATING FORM

(Read instructions on back of this form)

CLASSIFICATION SYMBOLS		
Service	Grade	Class
P	1	

Check one:

Supervisory ☐

Nonsupervisory ☒

Name Elitcher, Max

Department Navy

Ordinance

(Bureau)

(Division)

(Section)

(Subsection)

On lines below
mark employee:

✓ If neither strong
nor weak point.
- If weak point.
+ If strong point.

1. Underline the elements which are especially important in the position.
2. Mark nonsupervisory employees on all elements except those in *italics*.
3. Mark supervisory employees on all elements.

Is below rate employee:

1 or 2 Excellent
3 or 4 Very Good
5 or 6 Good
7 or 8 Fair
9 or 10 Unsatisfactory

I. QUALITY OF PERFORMANCE

- ✓ (a) Thoroughness; adequacy of results.
- ✓ (b) General dependability; accuracy of results.
- ✓ (c) Technical skill with which the important procedures or instruments are employed in performing his duties.
- ✓ (d) Original contributions to method or knowledge.
- ✓ (e) Effectiveness in getting good work done by his unit.

Rating
Officer

Reviewing
Officer

2

II. PRODUCTIVENESS

- ✓ (a) Amount of work accomplished.
- ✓ (b) Application of energy, interest, and technical resources to duties; industry.
- ✓ (c) Effectiveness in planning so as to utilize time to best advantage.
- ✓ (d) Completing assignments; making progress on assigned projects.
- ✓ (e) Composing adequate reports or other required writings.
- (f) _____
(State any other elements of this class considered)
- (g) Effectiveness in securing adequate output from his unit.

2

III. QUALIFICATIONS SHOWN ON JOB

- ✓ (a) Knowledge of particular field of work and of the fundamentals on which it is based.
- ✓ (b) Analytical ability; constructive reasoning in the field of specialization.
- ✓ (c) Scientific or professional attitude; fairness, freedom from bias.
- ✓ (d) Judgment, sense of proportion, common sense.
- ✓ (e) Initiative, resourcefulness; ability to grow.
- ✓ (f) Cooperativeness; ability to work with and for others.
- (g) _____
(State any other elements of this class considered)
- (h) Effectiveness in developing and training employees.

2

Sum of ratings . . . 6

Rated by Michael J. Gentry 5/24/41
(Rating officer) (Date)

Report to employee Excellent

Reviewed by Michael J. Gentry 6/7/41
(Reviewing officer) (Date)

On the whole, do you consider
the deportment and attitude
of this employee toward his
work to be satisfactory? Yes
(Answer "Yes", "No", or "Fairly so")

Sum of Ratings	Report to Employee	Significance
3 - 7	Excellent	Promotable within grade if below top salary.
8 - 12	Very Good	Promotable within grade if below top salary.
13 - 18	Good	No salary change if receiving middle salary or above; if below middle, promotable not beyond middle salary.
19 - 24	Fair	Reduce one step if above middle salary.
25 - 30	Unsatisfactory	Dismiss from present position.

ON LINKS BELOW
MARK EMPLOYEES
If adequate
If outstanding

1. Underline the elements which are especially important in the position.
2. Rate only on elements pertinent to the position.
3. Do not rate on elements in titles except for employees in administrative, supervisory, or planning positions.
4. Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in titles or not.
5. Before rating, become thoroughly familiar with instructions in the rating manual.

ADMINISTRATIVE, SUPERVISORY, OR PLANNING
All others

- (1) Maintenance of equipment, tools, instruments.
 - (2) Mechanical skill.
 - (3) Skill in the application of techniques and procedures.
 - (4) Presentability of work (appropriateness of arrangement and appearance of work).
 - (5) Attention to broad phases of assignments.
 - (6) Attention to pertinent detail.
 - (7) Accuracy of operations.
 - (8) Accuracy of final results.
 - (9) Accuracy of judgments or decisions.
 - (10) Effectiveness in presenting ideas or facts.
 - (11) Industry.
 - (12) Ratio of progress on or completion of assignments.
 - (13) Amount of acceptable work produced. (Is mark based on production records?) (Yes or no)
 - (14) Ability to organize his work.
 - (15) Effectiveness in meeting and dealing with others.
 - (16) Cooperativeness.
 - (17) Initiative.
 - (18) Resourcefulness.
 - (19) Dependability.
 - (20) Physical fitness for the work.
- STATE ANY OTHER ELEMENTS CONSIDERED
- (A) _____
(B) _____
(C) _____

STANDARD

Deviation must be explained on reverse side of this form

Adverse rating	Excellent	Very Good	Good	Fair	Unsatisfactory
4 or more	3 or more	2 or more	1 or more	0 or more	0 or more

Rating official _____
Reviewing official _____

On the whole, do you consider the conduct of this employee to be satisfactory? (Yes or no) _____

Dated by _____ (Signature of rating official)
Reviewed by _____ (Signature of reviewing official)
Principal Engineer P-6
April 26, 1944
Report to employee _____ (Date)
(Advisive rating)
(Marking rating)

REPORT OF EFFICIENCY RATING

REGULAR (X) ; PROBATIONARY - NEW ()

3200

Classification of work
P 3
(Service) (Grade) (Class)

As of March 31, 1943 based on performance during period from June 24, 1942 to March 31, 1943

Elitcher, Max Assoc. Engr. (Ord) Ordnance
(Name of employee) (Title of position) (Bureau)

Research & Development Rel
(Division) (Section) (Subsection or unit) (Field office)

ON LINES BELOW
MARK EMPLOYEE

☒ If adequate
☐ If weak
☒ If outstanding

1. Underline the elements which are especially important in the position.
2. Rate only on elements pertinent to the position.
 - a. Do not rate on elements in italics except for employees in administrative, supervisory, or planning positions.
 - b. Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in italics or not.
3. Before rating, become thoroughly familiar with instructions in the rating manual.

CHECK ONE:

Administrative, supervisory, or planning ☐
All others ☒

- (1) Maintenance of equipment, tools, instruments.
- (2) Mechanical skill.
- (3) Skill in the application of techniques and procedures.
- (4) Presentability of work (appropriateness of arrangement and appearance of work).
- (5) Attention to broad phases of assignments.
- (6) Attention to pertinent detail.
- (7) Accuracy of operations.
- (8) Accuracy of final results.
- (9) Accuracy of judgments or decisions.
- (10) Effectiveness in presenting ideas or facts.
- (11) Industry.
- (12) Rate of progress on or completion of assignments.
- (13) Amount of acceptable work produced. (Is mark based on production records? Yes or no)
- (14) Ability to organize his work.
- (15) Effectiveness in meeting and dealing with others.
- (16) Cooperativeness.
- (17) Initiative.
- (18) Resourcefulness.
- (19) Dependability.
- (20) Physical fitness for the work.

- (21) Effectiveness in planning broad programs.
- (22) Effectiveness in adopting the work program to broader or related programs.
- (23) Effectiveness in devising procedures.
- (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
- (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
- (26) Effectiveness in instructing, training, and developing subordinates in the work.
- (27) Effectiveness in promoting high working methods.
- (28) Effectiveness in determining space, personnel, and equipment needs.
- (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
- (30) Ability to make decisions.
- (31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

(A) _____
(B) _____
(C) _____

STANDARD

Deviations must be explained on reverse side of this form

- All underlined elements marked plus, and no element marked minus
- A majority of underlined elements marked plus, and no element marked minus
- All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or a majority of underlined elements marked at least with a check, and minus marks on underlined elements over-compensated by plus marks on underlined elements
- A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks
- A majority of underlined elements marked minus

Adjusted rating	Numerical rating
Excellent	1
Very good	2 or 3
Good	4, 5, or 6
Fair	7 or 8
Unsatisfactory	9

Adjusted rating Numerical rating
Rating official VGL 2
Reviewing official VG 2

On the whole, do you consider the conduct of this employee to be satisfactory? Yes (See back of form)
(Yes or no)

Rated by C. W. Davis Ordinance Engineer May 18, 1943
(Signature of rating official) (Title) (Date)
Reviewed by H. H. Breach Principal Engineer May 18, 1943
(Signature of reviewing official) (Title) (Date)
Rating approved by efficiency rating committee May 2, 43 Report to employee VGL 2
(Date) (Adjusted rating) (Numerical rating)

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL
OFFICIAL: (XX) REGULAR
PROBATIONAL or TRIAL PERIOD

As of 3-31-45 based on performance during period from 4-1-44 to 3-31-45

Elitcher, Max

(Name of employee)

Engr. (Ord)

P-4

(Title of position, service, and grade)

3800

Navy Department

Bureau Ordnance

Rel

Reliance

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW
MARK EMPLOYEE

☒ If adequate

☐ If weak

☒ If outstanding

1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A.
2. Underline the elements which are especially important in the position.
3. Rate only on elements pertinent to the position.
 - a. Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions.
 - b. Rate administrative, supervisory, and planning functions on elements in *italics*.

CHECK ONE:

Administrative,
supervisory, or
planning

All others

- ☐ (1) Maintenance of equipment, tools, instruments.
- ☐ (2) Mechanical skill.
- ☒ (3) Skill in the application of techniques and procedures.
- ☐ (4) Presentability of work (appropriateness of arrangement and appearance of work).
- ☒ (5) Attention to broad phases of assignments.
- ☒ (6) Attention to pertinent detail.
- ☐ (7) Accuracy of operations.
- ☒ (8) Accuracy of final results.
- ☒ (9) Accuracy of judgments or decisions.
- ☒ (10) Effectiveness in presenting ideas or facts.
- ☒ (11) Industry.
- ☐ (12) Rate of progress on or completion of assignments.
- ☒ (13) Amount of acceptable work produced. (Is mark based on production records? Yes or no)
- ☒ (14) Ability to organize his work.
- ☒ (15) Effectiveness in meeting and dealing with others.
- ☒ (16) Cooperativeness.
- ☒ (17) Initiative.
- ☒ (18) Resourcefulness.
- ☒ (19) Dependability.
- ☐ (20) Physical fitness for the work.

- ☐ (21) Effectiveness in planning broad programs.
- ☐ (22) Effectiveness in adapting the work program broader or related programs.
- ☐ (23) Effectiveness in devising procedures.
- ☐ (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
- ☐ (25) Effectiveness in directing, reviewing, and evaluating the work of subordinates.
- ☐ (26) Effectiveness in instructing, training, and developing subordinates in the work.
- ☐ (27) Effectiveness in promoting high work standards.
- ☐ (28) Effectiveness in determining space, personnel, and equipment needs.
- ☐ (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
- ☐ (30) Ability to make decisions.
- ☐ (31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

- (A) _____
- (B) _____
- (C) _____

STANDARD

Deviations must be explained on reverse side of this form

- Plus marks on all underlined elements, and no minus marks
- Plus marks on at least half of the underlined elements, and no minus marks
- Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks
- Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks
- Minus marks on at least half of the underlined elements

Adjective rating

Excellent

Very good

Good

Fair

Unsatisfactory

Rating official E

Reviewing official E

Rated by C. J. Davis (Signature of rating official) Ord. Engr. P-5 (Title) 14 April 45 (Date)

Reviewed by Michael S. Gledhill (Signature of reviewing official) Chief Engineer (Title) 27 April 1945 (Date)

Rating approved by efficiency rating committee MAY 20 45 (Date) Report to employee E (Adjective rating)

Promoted to P-5

Standard Form No. 51, Rev.
Approved Dec. 1943
U. S. Dept. Of. No. 428

Form app used
Subject Bureau No. 56-2212
Approval expires 1 Apr. 24, 1946

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL
OFFICIAL:
REGULAR
PROBATIONAL or TRIAL PERIOD

As of 6-30-46 based on performance during period from 4-1-46 to 6-30-46

Fletcher, Max

(Name of employee)

Engr. (Ord)

P-4

(Title of position, service, and grade)

Navy Department

Bureau Ordnance

Relic

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW
Rate EMPLOYEE

☒ If adequate
☐ If weak
☐ If outstanding

1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A.
2. Underline the elements which are especially important in the position.
3. Rate only on elements pertinent to the position.
 - a. Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions.
 - b. Rate administrative, supervisory, and planning functions on elements in *italics*.

CHECK ONE:

Administrative, supervisory, or planning ☐

All others ☒

- (1) Maintenance of equipment, tools, instruments.
- (2) Mechanical skill.
- ☒ (3) Skill in the application of techniques and procedures.
- (4) Presentability of work (appropriateness of arrangement and appearance of work).
- ☒ (5) Attention to broad phases of assignments.
- ☒ (6) Attention to pertinent detail.
- (7) Accuracy of operations.
- ☒ (8) Accuracy of final results.
- ☒ (9) Accuracy of judgments or decisions.
- ☒ (10) Effectiveness in presenting ideas or facts.
- ☒ (11) Industry.
- (12) Rate of progress on or completion of assignments.
- ☒ (13) Amount of acceptable work produced. (Is mark based on production records? Yes) (Yes or no)
- ☒ (14) Ability to organize his work.
- ☒ (15) Effectiveness in meeting and dealing with others.
- ☒ (16) Cooperativeness.
- ☒ (17) Initiative.
- ☒ (18) Resourcefulness.
- ☒ (19) Dependability.
- (20) Physical fitness for the work.

- (21) Effectiveness in planning broad programs.
- (22) Effectiveness in adapting the work program to broader or related programs.
- (23) Effectiveness in devising procedures.
- (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
- (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
- (26) Effectiveness in instructing, training, developing subordinates in the work.
- (27) Effectiveness in promoting high working morale.
- (28) Effectiveness in determining space, personnel, and equipment needs.
- (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
- (30) Ability to make decisions.
- (31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

- (A) _____
- (B) _____
- (C) _____

STANDARD

Deviations must be explained on reverse side of this form

- Plus marks on all underlined elements, and no minus marks.
- Plus marks on at least half of the underlined elements, and no minus marks.
- Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks.
- Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks.
- Minus marks on at least half of the underlined elements.

Adjective rating
Excellent
Very good
Good
Fair
Unsatisfactory

Rating official Excellent
Reviewing official E

Rated by John L. Martin, Chief, Subsection R4c

(Signature of rating official)

(Title)

8/1/46
(Date)

Reviewed by James R. Gohl, Captain, U.S.N.

(Signature of reviewing official)

(Title)

8/2/46
(Date)

Rating approved by efficiency rating committee AUG 8 1946

(Date)

Report to employee

(Adjective rating)

REPORT OF EFFICIENCY RATING

REGULAR (X) INTERIM
PROBATIONARY-127 ()

Classification Symbol
P 2
(Service) (Grade)

Mar. 31, 1942 based on performance during period from April 16, 1941 to Mar. 31, 1942

Kitcher, Max

Asst. Engr. (Mech)

Ordnance

Research

Re7

(Division) (Section) (Subsection or unit) (Field office)

ON LINES BELOW
MARK EMPLOYEE

adequate
outstanding

- Underline the elements which are especially important in the position.
- Rate only on elements pertinent to the position.
 - Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions.
 - Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in *italics* or not.
- Before rating, become thoroughly familiar with instructions in the rating manual.

CHECK ONE:

Administrative, supervisory, or planning
All other

- | | |
|--|--|
| (1) Maintenance of equipment, tools, instruments | (31) Effectiveness in planning broad programs |
| (2) Mechanical skill | (32) Effectiveness in adapting the work program broader or related programs |
| (3) Skill in the application of techniques and procedures | (33) Effectiveness in devising procedures |
| (4) Presentability of work (appropriateness of arrangement and appearance of work) | (34) Effectiveness in laying out work and establishing standards of performance for subordinates |
| (5) Attention to broad phases of assignments | (35) Effectiveness in directing, reviewing, and checking the work of subordinates |
| (6) Attention to pertinent detail | (36) Effectiveness in instructing, training, and developing subordinates in the work |
| (7) Accuracy of operations | (37) Effectiveness in promoting high working standards |
| (8) Accuracy of final results | (38) Effectiveness in determining space, personnel, and equipment needs |
| (9) Accuracy of judgments or decisions | (39) Effectiveness in setting and obtaining adherence to time limits and deadlines |
| (10) Effectiveness in presenting ideas or facts | (40) Ability to make decisions |
| (11) Industry | (41) Effectiveness in delegating clearly defined authority to act |
| (12) Rate of progress on or completion of assignments | |
| (13) Amount of acceptable work produced (Is mark based on production records?) | |
| (14) Ability to organize his work (Yes or no) | |
| (15) Effectiveness in meeting and dealing with others | |
| (16) Conservativeness | |
| (17) Initiative | |
| (18) Resourcefulness | |
| (19) Dependability | |
| (20) Physical fitness for the work | |

STATE ANY OTHER ELEMENTS CONSIDERED

(A)
(B)
(C)

STANDARD

Deviations must be explained on reverse side of this form

	Adjective rating	Numerical rating
majority of underlined elements marked plus, and no element marked minus	Excellent	1
majority of underlined elements marked plus, and no element marked minus	Very good	2 or 3
majority of underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or majority of underlined elements marked at least with a check, and minus marks on underlined elements over-compensated by plus marks on underlined elements	Good	4, 5, or 6
majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks	Fair	7 or 8
majority of underlined elements marked minus	Unsatisfactory	9

On the whole, do you consider the conduct of this employee to be satisfactory? Yes () No ()

Signature of rating official: *Max Kitcher* Engineer
Signature of reviewing official: *W. H. ...* Principal Engineer
Date: May 27, 1942

Report to employee: Very good

Form 3201—(April 1935)
U. S. Civil Service CommissionFrom Jan. 16, 1941
To Apr. 15, 1941

11/6/41 (6)

CLASSIFICATION SYMBOLS		
Service	Grade	Class
P	2	

SERVICE RATING FORM

(Read instructions on back of this form)

Check one:

Supervisory ☐Nonsupervisory ☒Name Elitcher, MaxDepartment Navy

Ordinance

(Bureau)

(Division)

(Section)

(Subsection)

On lines below
mark employees:

- If neither strong
nor weak point.
 - If weak point.
 + If strong point.

1. Underline the elements which are especially important in the position.
2. Mark nonsupervisory employees on all elements except those in *italics*.
3. Mark supervisory employees on all elements.

In boxes below enter on figures:

1 or 2 if Excellent.

3 or 4 if Very Good.

5 or 6 if Good.

7 or 8 if Fair.

9 or 10 if Unsatisfactory.

I. QUALITY OF PERFORMANCE

- (a) Thoroughness; adequacy of results.
- (b) General dependability; accuracy of results.
- (c) Technical skill with which the important procedures or instruments are employed in performing his duties.
- (d) Original contributions to method or knowledge.
- (e) Effectiveness in getting good work done by his unit.

Rating
OfficeRating
Officer

3

II. PRODUCTIVENESS

- (a) Amount of work accomplished.
- (b) Application of energy, interest, and technical resources to duties; industry.
- (c) Effectiveness in planning so as to utilize time to best advantage.
- (d) Completing assignments; making progress on assigned projects.
- (e) Composing adequate reports or other required writings.
- (f) _____
(State any other elements of this class considered)
- (g) Effectiveness in securing adequate output from his unit.

2

III. QUALIFICATIONS SHOWN ON JOB

- (a) Knowledge of particular field of work and of the fundamentals on which it is based.
- (b) Analytical ability; constructive reasoning in the field of specialization.
- (c) Scientific or professional attitude; fairness, freedom from bias.
- (d) Judgment, sense of proportion, common sense.
- (e) Initiative, resourcefulness; ability to grow.
- (f) Cooperativeness; ability to work with and for others.
- (g) _____
(State any other elements of this class considered)
- (h) Effectiveness in developing and training employees.

3

Sum of ratings . . . 8

Rated by Michael Golding 5/24/41
(Rating officer) (Date)Report to employee Very GoodReviewed by H. L. Smith 6/7/41
(Reviewing officer) (Date)On the whole, do you consider
the deportment and attitude
of this employee toward his
work to be satisfactory? . . .

Yes

(Answer "Yes", "No", or "Fairly so")

Sick

None

Sum of Ratings Report to Employee

8 - 7

Excellent.

Promotable within grade if below top salary.

8 - 12

Very Good.

Promotable within grade if below top salary.

14 - 19

Good.

No salary change if receiving middle salary or above; if below middle, promotable not beyond middle salary.

20 - 24

Fair.

Reduce one step if above middle salary.

25 - 30

Unsatisfactory.

Dismiss from present position.

DRIVER INFORMATION TEST NO. 1

(Test Score Sheet)

Name of driver May Elitcher

Naval Activity In U.S. Navy

1. A B C D	14. A B C D	27. A B C D	40. A B C D
2. A B C D	15. A B C D	28. A B C D	41. A B C D
3. A B C D	16. A B C D	29. A B C D	42. A B C D
4. A B C D	17. A B C D	30. A B C D	43. A B C D
5. A B C D	18. A B C D	31. A B C D	44. A B C D
6. A B C D	19. A B C D	32. A B C D	45. A B C D
7. A B C D	20. A B C D	33. A B C D	46. A B C D
8. A B C D	21. A B C D	34. A B C D	47. A B C D
9. A B C D	22. A B C D	35. A B C D	48. A B C D
10. A B C D	23. A B C D	36. A B C D	49. A B C D
11. A B C D	24. A B C D	37. A B C D	50. A B C D
12. A B C D	25. A B C D	38. A B C D	No. Wrong <u>1</u>
13. A B C D	26. A B C D	39. A B C D	Score <u>19</u>
			(50 - No. wrong)

Signature of Examiner Earl Lillivater

Date of examination 9-11-46

Remarks:

Signed

May Elitcher

REGULAR () INTERIM
PROBATIONARY-NEW ()
REPORT OF EFFICIENCY RATING

Classification by title		
P	2	
(Service)	(Grade)	(Class)

As of June 23, 1942 based on performance during period from Apr. 1, 1942 to June 21, 1942

Elitcher, Max

(Name of employee)

Aast. Engr. (Mech)

(Title of position)

Ordnance

(Bureau)

Research & Development

(Division)

Rel

(Section)

(Subsection or unit)

(Field office)

ON LINES BELOW MARK EMPLOYEE	1. Underline the elements which are especially important in the position. 2. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in <i>italics</i> or not. 3. Before rating, become thoroughly familiar with instructions in the rating manual.	CHECK ONE Administrative, supervisor, or planning <input type="checkbox"/> All others <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> If adequate		
<input type="checkbox"/> If weak		
<input checked="" type="checkbox"/> If outstanding		
<input type="checkbox"/> (1) Maintenance of equipment, tools, instruments.	<input type="checkbox"/> (31) Effectiveness in planning broad programs.	
<input type="checkbox"/> (2) Mechanical skill.	<input type="checkbox"/> (32) Effectiveness in adapting the work program to broader or related programs.	
<input type="checkbox"/> (3) Skill in the application of techniques and procedures.	<input type="checkbox"/> (33) Effectiveness in devising procedures.	
<input type="checkbox"/> (4) Presentability of work (appropriateness of arrangement and appearance of work).	<input type="checkbox"/> (34) Effectiveness in laying out work and establishing standards of performance for subordinates.	
<input checked="" type="checkbox"/> (5) Attention to broad phases of assignments.	<input type="checkbox"/> (35) Effectiveness in directing, reviewing, and checking the work of subordinates.	
<input checked="" type="checkbox"/> (6) Attention to pertinent detail.	<input type="checkbox"/> (36) Effectiveness in instructing, training, and developing subordinates in the work.	
<input type="checkbox"/> (7) Accuracy of operations.	<input type="checkbox"/> (37) Effectiveness in promoting high working methods.	
<input checked="" type="checkbox"/> (8) Accuracy of final results.	<input type="checkbox"/> (38) Effectiveness in determining space, personnel, and equipment needs.	
<input checked="" type="checkbox"/> (9) Accuracy of judgments or decisions.	<input type="checkbox"/> (39) Effectiveness in setting and obtaining adherence to time limits and deadlines.	
<input checked="" type="checkbox"/> (10) Effectiveness in presenting ideas or facts.	<input type="checkbox"/> (40) Ability to make decisions.	
<input checked="" type="checkbox"/> (11) Industry.	<input type="checkbox"/> (41) Effectiveness in delegating clearly defined authority to act.	
<input type="checkbox"/> (12) Rate of progress on or completion of assignments.		
<input checked="" type="checkbox"/> (13) Amount of acceptable work produced. (Is mark based on production record? <input checked="" type="checkbox"/>)		
<input checked="" type="checkbox"/> (14) Ability to organize his work. (Yes or no)		
<input checked="" type="checkbox"/> (15) Effectiveness in meeting and dealing with others.		
<input checked="" type="checkbox"/> (16) Cooperativeness.		
<input checked="" type="checkbox"/> (17) Initiative.		
<input checked="" type="checkbox"/> (18) Resourcefulness.		
<input checked="" type="checkbox"/> (19) Dependability.		
<input type="checkbox"/> (20) Physical fitness for the work.		

STATE ANY OTHER ELEMENTS CONSIDERED

(A)

(B)

(C)

STANDARD Deviations must be explained on reverse side of this form	Adjective rating	Numerical rating	Rating official	Adjective rating	Numerical rating
All underlined elements marked plus, and no element marked minus	Excellent	1		E	1
A majority of underlined elements marked plus, and no element marked minus	Very good	2 or 3			
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or a majority of underlined elements marked at least with a check, and minus marks on underlined elements over-compensated by plus marks on underlined elements	Good	4, 5, or 6		E	1
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks	Fair	7 or 8			
A majority of underlined elements marked minus	Unsatisfactory	9			

On the whole, do you consider the conduct of this employee to be satisfactory? Yes (See back of form)

Rated by E. J. Davies Ordnance Engineer May 18, 1942
(Signature of rating official) (Title) (Date)
Reviewed by H. H. Busch Principal Engineer May 18, 1942
(Signature of reviewing official) (Title) (Date)
Rating approved by efficiency rating committee _____ Report to employee _____
(Date) (Adjective rating) (Numerical rating)

RECORD OR REQUEST FOR APPROVAL OF PROMOTION AND/OR REASSIGNMENT

DIRECTIONS.—Submit copies of this form to the appropriate U. S. Civil Service Commission central, regional, or branch regional office as follows: If audit, submit one copy with parts A and C completed; when prior approval is requested, submit this form in duplicate with Part A completed on both copies. Part C need be completed on only one of the two copies.

PART A.—TO BE COMPLETED BY THE DEPARTMENT OR AGENCY

TO: (Appropriate office of Civil Service Commission,
including address)

☐ Record for post audit } of the promotion or 1/for reassignment
☐ Approval is requested }

of Itcher Max
(Surname) (First) (Middle)

9/1/18
(Date of birth)

from P. (Ord.) P-5 \$5200
(Present position, grade, and rate)

1/16/41 to 6/29/46
(Length of service, exclusive of leave without pay, in above position or equivalent grade)

Ordinance
(Bureau or office)

Washington, D. C.
(City in which located)

to Klec. Engr. P-5 \$5180 pa
(Proposed position, grade, and rate)

30 June 1946
(Date when promotion or reassignment was made, if for post audit)

Ordinance
(Bureau or office)

Washington, D. C.
(City in which located)

Signature _____

Official title Civilian Personnel Officer

Date 19 July 1946

FROM: (Department or agency making record or request,
including address to which reply is to be sent)

Navy Dept.
Bureau Ordinance
Room 3203
Washington, D. C.

In space below, give description of duties of proposed position (to be used in every case except where title adequately describes duties, such as senior typist, junior stenographer, etc.).

Under general supervision of the Engineer (Electrical) in charge of the Development of antisircraft fire control systems, has responsibility for the technical administration for the technical administration of all projects related to the design and development of the Gun Fire Control System Mark 56 which includes the Gun Director Mark 56 and power Computer Marks 30 and 42, Wind Transmitter Mark 5, Parallax Corrector Mark 6, Console Control Panels Mark 27, 28, and 57 and the development of similar or related systems as may evolve as a result of Fleet Needs.

In this capacity:

Initiates, directs, and coordinates research and development projects on the above Mark 56 system to provide new equipment to meet service requirements. This involves research and development of specifications outlining the requirements for developing new equipment.

PART B.—FOR CIVIL SERVICE COMMISSION CENTRAL OR REGIONAL OFFICE ACTION

Recommendation ☐ approved ☐ disapproved. Signature _____ Date _____

PART C. QUALIFICATIONS STATEMENT FOR PROMOTION AND OR REASSIGNMENT (To be completed by employee)

Have you ever filed applications for any Federal civil service examinations? Yes ☐ No ☐ (If so, list them below)

Titles of examinations	Examined in what office	Month and year
Junior Engineer (Elect.)	New YORK, N.Y.	June 1918
Assistant Eng. - mechanical	Wash; D.C.	Oct 1918
		Dec 1918

EDUCATION: (a) Circle highest grade completed, elementary or high school: 1 2 3 4 5 6 7 (8) 9 10 11 12. Did you graduate? Yes ☒ No ☐

Name and location of school	Dates attended		Years completed		Degrees conferred		Credits earned
	From—	To—	Day	Night	Title	Rate	
(a) College or university College of City of New York, N.Y.; N.Y.	Feb 13	Feb 13	4		B.S.	First Eng.	Jan 30
(b) Other N	Feb 13	Jan 13	3				
(c) Other Studies							

(d) List any courses taken pertinent to the position for which you are being proposed for promotion and/or reassignment. (List other courses)

EXPERIENCE.—In the space furnished below give a record of all experience pertinent to the position for which you are being proposed for promotion and/or reassignment. Start with the most recent position and work back to the first position you held which you consider has qualified you for the proposed position. Give your duties and responsibilities in such detail as to make your qualifications clear. Give name you used on pay roll if different from that given on this qualification statement.

Place <u>Wash; D.C.</u> From <u>Jan 1944</u> To <u>Jan 1945</u> Name of employer: <u>Navy Dept - Dir of Ordnance</u> Address _____ Kind of business or organization _____	Exact title of your position <u>Engineer</u> Salary: Starting \$ <u>3800</u> Per <u>Ann</u> Paid, \$ _____ Duties and responsibilities <u>Design and checking of fire control equipment and supervision of work on above. Design and preparation of specifications for fire control systems, equipment, stabilization units and including interconnections between equipments. Co-ordinate activities on above.</u>
Place <u>Wash; D.C.</u> From <u>June 1942</u> To <u>Jan 1944</u> Name of employer: <u>Navy Dept - Dir of Ordnance</u> Address _____ Kind of business or organization _____	Exact title of your position <u>Associate Engineer</u> Salary: Starting \$ <u>3300</u> Per <u>Ann</u> Paid, \$ _____ Duties and responsibilities <u>Design of fire control equipment and instruments, checking of above. Preparation of specifications for this equipment and for fire control system.</u>
Place <u>Wash; D.C.</u> From <u>Jan 1942</u> To <u>June 1942</u> Name of employer: <u>Navy Dept - Dir of Ordnance</u> Address _____ Kind of business or organization _____	Exact title of your position <u>Assistant Engineer</u> Salary: Starting \$ <u>2600</u> Per <u>Ann</u> Paid, \$ _____ Duties and responsibilities <u>Design and preparation of plans for fire control equipment including gun directors, and instruments. Checking of plans for above.</u>
Place <u>Wash; D.C.</u> From <u>Nov 1941</u> To <u>Jan 1942</u> Name of employer: <u>Navy Dept - Dir of Ordnance</u> Address _____ Kind of business or organization _____	Exact title of your position <u>Junior Engineer</u> Salary: Starting \$ <u>2000</u> Per <u>Ann</u> Paid, \$ _____ Duties and responsibilities <u>Design and preparation of drawings for fire control instruments for naval vessels.</u>

If more space is required, use a sheet of paper 8 x 10 3/4 inches. Write on each sheet your name, full address, and date of birth. Use one side only and attach this sheet.

Date 17 July 1944
 U. S. GOVERNMENT PRINTING OFFICE 16-43004-1

Signature Max Elitcher
 (Sign in pen and ink)

14 September 1948

Receipt is acknowledged of your inquiry of 25 August 1948 regarding the employment of Mr. Max Kitcher.

This is to certify that Mr. Kitcher is employed by the Bureau of Ordnance as an Electrical Engineer, P-5, at \$6676 per annum, has been employed by the Bureau since 2 November 1938, and his present residence is listed as 247 Delaware Avenue, S. W. Washington, D. C. Mr. Kitcher's date of birth is 1 September 1901.

Very truly yours,

R. G. MOHR

Rear Admiral, U. S. N.
Chief of the Bureau of Ordnance

F. K. DeNald
Civilian Personnel Director
By direction

Metropolitan Reporting Service
25 West 42nd Street
New York 18, New York

DRIVER'S PSYCHO-PHYSICAL TEST SHEET

REVISED 3-20-61 (2-24)

DATE

9/11-330

NAME <i>Max Elitcher</i>				RACE, RATING OR TITLE	
ADDRESS <i>247 Delaware Ave SW</i>				TELEPHONE	
CITY <i>Spokane</i>				BADGE OR FILE NO.	
AGE <i>34</i>	SEX <i>M</i>	HEIGHT <i>5'10"</i>	WEIGHT <i>175</i>	DRIVER'S LICENSE (No.) <i>SC 189352</i>	
PRESENT ASSIGNMENT (Location) <i>Bus Ordinance Refc</i>				YEARS OF DRIVING EXPERIENCE <i>12</i>	
TYPES OF VEHICLES DRIVEN OVER 100 MILES EACH				TOTAL MILES DRIVEN PAST 12 MONTHS	
<input checked="" type="checkbox"/> PASSENGER CAR		<input type="checkbox"/> STATION WAGON		<input type="checkbox"/> TRUCK	
<input type="checkbox"/> TRACTOR		<input checked="" type="checkbox"/> SEMI-TRAILER		<input type="checkbox"/> BUS	
HOW MANY ACCIDENTS HAVE YOU HAD WHILE DRIVING UNLESS DAMAGE EXCEEDED \$5.00 OR WERE SOMEONE WAS INJURED OR KILLED? (Indicate on reverse side)				DO YOU WEAR GLASSES WHILE DRIVING? <i>Yes</i>	

(SECTION BELOW TO BE FILLED OUT BY EXAMINER)

	GOOD	AVERAGE	POOR
VISION			
RIGHT EYE	<input checked="" type="checkbox"/>		
LEFT EYE	<input checked="" type="checkbox"/>		
BOTH EYES	<input checked="" type="checkbox"/>		
FIELD OF VISION			
A. RIGHT VISION (To Lane Parallels)			
B. RIGHT VISION (To Lane Parallels)			
C. DISTANCE JUDGMENT TEST			
D. ACTIVITY			
E. STEADINESS	<input checked="" type="checkbox"/>		
F. REACTION TIME			
G. ABLE TO DISTINGUISH RED, YELLOW AND GREEN <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
H. HEARING (Placed 30 feet in quiet room)			
	CAN HEAR WHISPER	CANNOT HEAR WHISPER	DEAF
A. RIGHT EAR	<input checked="" type="checkbox"/>		
B. LEFT EAR	<input checked="" type="checkbox"/>		

SIGNATURE OF EXAMINER

Carl Gellendater

C-20100

CHECK LIST AND SCORE SHEET FOR BASIC DEVELOPING EXERCISES

MAILED-1970 REV.

NAME OF DRIVER Max E. Litcher SCORING A-Excellent, B-Good, C-Average, D-Poor, E-Very Poor

*In determining number of points: A=3, B=2, C=1, D=0, E=-1

**In determining final grade from total points: 17-25, A; 12-17, B; 7-12, C; 2-7, D; 0-2, E

EXERCISES	SCORE	LETTER GRADE	POINTS
I DRIVING ON A STRAIGHT LINE - 100 FEET	5	B	4
II GAUGING SPACE WHEN STEERING IN CLOSE LIMITS	3	B	4
III STOPPING SMOOTHLY IN 40 FEET FROM 20 MILES AN HOUR	6	B	4
IV DETERMINING FRONT AND BACK LIMITS - WHEELS AND BUMPERS	0	C	3
V PARKING PARALLEL TO CURB	1	C	3
TOTAL POINTS			18

EXERCISE I-DRIVING ON A STRAIGHT LINE-100 FEET SCALE: A=0-4, B=5-8, C=9-17, D=18-21, E=22 OR ABOVE	FORWARD		BACKWARD		TOTAL DEDUCTIONS
	WEIGHT	CHECK ITEMS PERFORMED SATISFACTORILY	WEIGHT	CHECK ITEMS PERFORMED SATISFACTORILY	
OPERATES SMOOTHLY (1 point each 25 feet)	4	✓	4	✓	
KEEPS WHEEL TOUCHING LINE (2 points each 25 feet)	8	✓	8	✓	6
MOVES CAR CONTINUOUSLY - NO STOPS	5	✓	5	✓	
DOES NOT OPEN DOOR DURING ENTIRE DISTANCE	3	✓	3	✓	
STOPS SMOOTHLY AT END OF 100 FEET	5	✓	5	✓	
MOVES GEAR SHIFT LEVER TO ANOTHER POSITION WITHOUT CLASHING GEARS	2	✓	2	✓	
DOES NOT RACE ENGINE	5	✓	5	✓	
DOES NOT STALL ENGINE	5	✓	5	✓	
TOTAL DEDUCTIONS					6

SCORE - GRAND TOTAL (a plus b)

EXERCISE II-GAUGING SPACE WHEN STEERING IN CLOSE LIMITS SCALE: A=0-30 SECONDS, B=40-50 SECONDS, C=1-15 MINUTES, D=16-25 MINUTES, E=26-5 MINUTES	FORWARD (Seconds)	BACKWARD (Seconds)	TOTALS (Seconds)
TIME	15	38	53
STANCHIONS TOUCHED (add 5 seconds for each stanchion touched)			
WHITE LINES TOUCHED (add 5 seconds for each white line touched)			
SCORE - GRAND TOTAL (Seconds)			53

EXERCISE III-STOPPING SMOOTHLY IN 40 FEET FROM 20 MILES AN HOUR SCALE: A=0-5, B=6-9, C=10-14, D=15-18, E=19-OR ABOVE	WEIGHT	CHECK ITEMS PERFORMED SATISFACTORILY	REDUCT. WEIGHT ITEMS NOT PERFORMED SATISFACTORILY
MOVES GEARSHIFT LEVER TO ANOTHER POSITION WITHOUT CLASHING GEARS	2	✓	
KEEPS AN EVEN SPEED - 20 M.P.H.	1	✓	
MOVES VEHICLE CONTINUOUSLY - NO STOPS	5	✓	
STEERS WITH CERTAINTY - NO SUDDEN JERKS	2	✓	
DOES NOT HIT RIGHT OR LEFT STANCHIONS	4	✓	
DOES NOT PACE ENGINE OR STALL ENGINE	5	✓	
STOPS VEHICLE SMOOTHLY	10	✓	
STOPS WITH FRONT BUMPER SHORT OF LINE	5	✓	5
STOPS WITH FRONT BUMPER BEYOND LINE	10	✓	

SCORE - TOTAL DEDUCTIONS

C-6000

EXERCISE IV - DETERMINING FRONT AND BACK TIRE WHEELS AND BUMPERS

SCALE FOR SCORING: A=0-30", B=40-50", C=60-80", D=90-100", E=110" - OR ABOVE

FRONT LEFT TIRE, INCHES ERROR SIDEWISE (Center of tire to center of line)

FORWARD
(Inches)

BACKWARD
(Inches)

FRONT LEFT TIRE, INCHES ERROR, LENGTHWISE (Center hub cap to center of line)

FRONT BUMPER OFF LINE (Measure to center of line. Double the inches if bumper goes beyond the line.)

REAR LEFT OUTSIDE TIRE - SIDEWISE

REAR LEFT OUTSIDE TIRE - LENGTHWISE

REAR BUMPER OFF LINE (Measure to center of line. Double the inches if bumper goes beyond the line.)

TOTALS (Inches)

17

43

SCORE - GRAND TOTAL (a plus 4)

60

EXERCISE V - PARKING PARALLEL TO CURB

SCALE: A=0-5, B=6-9, C=10-29, D=30-44, E=45 OR ABOVE

BACKING IN

PULLING OUT

OBSERVES CONDITIONS BEHIND AND AHEAD AND GIVES SIGNAL TO STOP

STOPS VEHICLE IN PROPER POSITION FOR PROBLEM

BACKS SLOWLY - SLIPPING CLUTCH

DOES NOT BACK VEHICLE MORE THAN THREE TIMES

TURNS STEERING WHEEL PROPERLY WHILE MANEUVERING INTO PARKING SPACE

STOPS VEHICLE WITH APPROXIMATELY EQUAL DISTANCE FROM FRONT AND REAR STANCHIONS

PARKS VEHICLE WITHIN 6 INCHES OF CURB - FRONT AND BACK

DOES NOT TURN STEERING WHEEL WHILE VEHICLE IS STANDING

DOES NOT RACE ENGINE

DOES NOT STALL ENGINE

DOES NOT STRIKE CURB

DOES NOT HIT STANCHION - FRONT OR REAR

OBSERVES CONDITIONS FRONT AND BACK

BACKS VEHICLE SLOWLY

OBSERVES TRAFFIC - GIVES LEFT TURN SIGNAL

MOVES FORWARD SMOOTHLY TURNING STEERING WHEEL PROPERLY

STRAIGHTENS VEHICLE AND MOVES AWAY SMOOTHLY

TOTAL DEDUCTION

4

SCORE - GRAND TOTAL (a plus 5)

7

11

Testing, Selecting, Rating and Training Drivers

By ERIC L. HARRIS

Consultant on Road Training, American Automobile Association, and
Administrative Head, Institute of Public Safety, The Pennsylvania State College

Copyright 1943, 1944, by and available from the American Automobile Association,
Washington, D. C., and The Pennsylvania State College, State College, Pennsylvania

Name Max E. Litcher FINAL SCORE 67
Street 347 Delaware St. Wash. D.C.

PART I—SPECIFIC

I. CHECKING THE DRIVER

DOE	DEDUCT	CHECK (X) ITEMS MARKED BY DRIVER	DEDUCTIONS
A. Fails to enter vehicle from curb side— when practical	2	<input type="checkbox"/>	
B. Fails to check doors to see if closed properly	2	<input type="checkbox"/>	
C. Fails to adjust windows for ventilation	2	<input type="checkbox"/>	
D. Fails to adjust rear-view mirrors	3	<input type="checkbox"/>	
E. Fails to adjust seat properly	1	<input type="checkbox"/>	
F. Fails to assume erect and alert driving position	1	<input type="checkbox"/>	

II. STARTING ENGINE

A. Fails to depress clutch pedal	1	<input type="checkbox"/>	
B. Does not check gearshift lever for neutral position	2	<input type="checkbox"/>	
C. Fails to turn on ignition switch before pressing starter button	1	<input type="checkbox"/>	
D. Does not release starter button as soon as engine starts to operate on its own power	2	<input type="checkbox"/>	
E. Spends too much time trying to get engine to run, fails to use choke properly	1	<input type="checkbox"/>	
F. Does not allow engine to warm up	5	<input type="checkbox"/>	
G. Races engine during warm-up period	5	<input type="checkbox"/>	
H. Fails to check air pressure	5	<input type="checkbox"/>	

III. STARTING THE VEHICLE IN LOW

A. Fails to check traffic conditions	5	<input type="checkbox"/>	
B. Selects wrong gear (does not start in low)	3	<input type="checkbox"/>	
C. Does not release hand brake	1	<input type="checkbox"/>	
D. Rolls back when on a grade	5	<input type="checkbox"/>	
E. Races the engine	5	<input type="checkbox"/>	
F. Stalls the engine	5	<input type="checkbox"/>	

- C. Fails to use both mirrors when backing 5
- D. Fails to keep guide in sight 3
- E. Backs jerkily 3
- F. Oversteers and sways when backing 3

V. CLUTCHING, SHIFTING GEARS

- A. Rides the clutch 3
- B. Fails to keep eyes on the road during
shifting maneuver 3
- C. Stays in low gear(s) too long 3
- D. Fails to attain proper speed when shifting
to higher gears 3
- E. Stays in high gear(s) too long 3
- F. Stalls the engine 5
- G. Fails to "double clutch" and clashes gears
(any other clashing of gears) 5
- H. Slips clutch to hold vehicle from rolling
back while waiting at traffic signal 3
- I. Keeps clutch pedal depressed while wait-
ing at traffic signal 1
- J. Selects wrong gear—upgrade, downgrade
or on level 3
- K. Coasts down grades, up to stop signs and
traffic lights 3

VI. STEERING

- A. Places hands in unstable position on wheel 2
- B. Steers abruptly, not smoothly 5
- C. Rests arm on window 2
- D. Uses one hand occasionally 2
- E. Turns steering wheel while car is at rest 2

VII. RAILROAD CROSSING

- A. Fails to look in all directions 5
- B. Fails to come to full stop when necessary 5
- C. Fails to stop at a safe place 5
- D. Fails to open door and listen 5
- E. Fails to shift to lower gear and remain in
that gear until clear of tracks 5
- F. Fails to keep door open until across tracks 5
- G. Fails to drive in correct position when
crossing tracks 5

VIII. SPEED CONTROL (Exclusive of Turns)

- A. Too fast for conditions 5
- B. In excess of marked speed limits 4
- C. Too slow for conditions 3
- D. Brakes on curves 5

IV. STOPPING

- A. Red light at signal
B. Not soon enough (over-running crosswalk or avoidance zone light)
C. Not at a safe place (too close to other vehicles, etc.)

X. STOP STREETS

- A. Fails to come to full stop
B. Fails to stop in a position to see roadway to the right and left
C. Hesitates too long for conditions

XI. UNCONTROLLED INTERSECTIONS ON THROUGH STREETS

- A. Fails to slow down (to stop if necessary)
B. Fails to look in all directions
C. Fails to shift to lower gears when necessary
D. Fails to respond to hazardous traffic conditions in the making

XII. SIGNALING FAULTS

- A. Leaving curb-falls to signal
B. Leaving curb-falls to look back
C. Turning-falls to use turn signals
D. Leaves turn signal on after turning
E. Does not use turn signals moving from lane to lane
F. Uses horns improperly or fails to use horns
G. Fails to observe courtesy of signaling-lane signal

XIII. SIGNAL VIOLATIONS

- A. Traffic signal (through on amber)
B. Traffic signal (through on red)
C. Traffic other

XIV. PASSING OTHER VEHICLES GOING IN SAME DIRECTION

- A. Fails to make sure road ahead and behind is clear
B. Misjudges speed of oncoming traffic
C. Passes on curve
D. Passes at intersection
E. Passes at crest of hill
F. Cuts back into lane too soon after passing
G. Passes by weaving through traffic
H. Starts passing when approaching center of street

- I. Veers into center of street, lane, or curb
J. Passes by too close to other vehicles
K. Passes by too close to other vehicles, moving objects, etc.

XV. POSITION OF VEHICLE ON ROADWAYS

- A. Fails to drive in proper lane
B. Straddles traffic lanes (marked or unmarked)
C. Straddles at signal or sign when stopping
D. Drives too close to other vehicles
E. Drives too close to other vehicles, moving objects, etc.

TURNING ROAD

- A. Approaches from improper lane
B. At improper speed (too fast or too slow)
C. In improper lane during turn
D. Into improper lane after turn
E. Strikes curb
F. Makes turn unnecessarily wide
G. Shifts away, then turns right
H. Shifts gear while turning

TURNING LANE

- A. Approaches from improper lane
B. At improper speed (too fast or too slow)
C. In improper lane during turn
D. Into improper lane after turn
E. Cuts corner too short
F. Cuts corner too wide
G. Shifts away, then turns left
H. Shifts gear while turning

XVI. SMOOTHNESS OF OPERATION

- A. Rough starts—By Jet Recorder or Tumbling Cylinders Tally
B. Rough stops—By Jet Recorder or Tumbling Cylinders Tally
C. Uses clutch roughly
D. Uses brakes roughly or unevenly
E. Fails to hold accelerator steady

PART II - GENERAL

PART I - GENERAL

SELECTIVE SERVICE SYSTEM

AFFIDAVIT—OCCUPATIONAL CLASSIFICATION (Special—Revised)

(Submit in triplicate, plus any additional copies specified by certifying agency)

Name of company Bureau of Science, Army Department

(Corporation, partnership, individual—if self-employed, so state)

Address at which
registrant is employed 12th Street and Constitution Avenue, N.W.

(Location of plant, office, or division where registrant works)

Washington (D.C.), D.C.

(City)

(State)

Description of the activities of this establishment The Bureau of Science is engaged in the research and development of small scientific equipment, particularly in the production and maintenance of all types of small scientific equipment, such as, cameras, projectors, microscopes, spectrometers, etc.

Social Security Industrial Code

(If not known, call local U. S. S. office)

Name of registrant WILLIAM J. BROWNSelective Service Order No. 123Date of birth January 1, 1924

Local Board

(Number)

(County)

(City)

Title of present job

Engineer (Scientist) 3-4Professional Engineer

(State whether journeyman, apprentice, helper, certificated, licensed, professional, etc.)

Describe duties actually performed Engineer and Scientist in the Bureau of Science, Army Department, Washington, D.C. My duties include the design, construction, and maintenance of small scientific equipment, such as, cameras, projectors, microscopes, spectrometers, etc. I am also responsible for the operation and instruction of equipment, and for the maintenance of the equipment. I am also responsible for the design and construction of small scientific equipment, such as, cameras, projectors, microscopes, spectrometers, etc. I am also responsible for the operation and instruction of equipment, and for the maintenance of the equipment.

(Be specific—include name of machine or machine tool, process, materials, etc.)

Date employed November 2, 1954Date entered present job January 1, 1954Average weekly rate of pay \$66.18

Average hours worked per week

Prior work experience

Educational background 1934 to 1938, B.S. in E.E., Electrical Engineer, Ohio State

(Fill out if necessary to establish employee's qualifications for a particular job)

D. S. S. Form 42A (Special—Revised)
(Revised 2-19-45)

TRIPPLICATE

(Local)

Deputy

Special Treatment (ST) Status of Citizens: Very Important

~~RECIPIENT CONFIDENTIAL~~

WASHINGTON, D. C.

continued on

1955-56

for a period of

Not to exceed 3 months

Authorized Government Request Stamp must be entered
here for Federal Government Employees only

This registrant has been classified in

Class _____ until _____

(Member or clerk of local board)

TRIPLICATE

FD-36 (Rev. 5-22-64) U. S. GOVERNMENT PRINTING OFFICE

Regional Committee
SECP-640:knb

9 March 1945

Selective Service System
Local Board No. 5
1740 Mass. Ave., N.W.
Washington, D. C.

Re: Mr. Klitcher
Order No. 575

Gentlemen:

Notice has been received of the DSS Form 42B, Notice to Employer of Reopening Classification, dated 7 March 1945 for the above named registrant.

Mr. Klitcher is employed as an Engineer (Ordnance) in the Fire Control Section of the Research and Development Division of the Bureau of Ordnance, and has had approximately five and a half years experience in the Bureau. Mr. Klitcher prepares and reviews specifications and descriptive material relating to function, assembly, installation, maintenance and inter-relationship between units in main, secondary, anti-aircraft, searchlight, and target designation system for the direction and instruction of operating personnel. He prepares specifications for manufacture of various items of fire control equipment. He reviews and analyzes proposed plans and designs of such instruments submitted by manufacturers and Navy establishments.

According to current Selective Service regulations, the Bureau of Ordnance is preparing a list of its employees, Nos. 1 through 29, classified in class II-A or II-B as of 1 January 1945, in the order of their essentiality. As soon as Mr. Klitcher is certified on this list, DSS Form 42A (Special Review) will be submitted to the Local Board. In view of the fact that Mr. Klitcher is doing very vital work in the Bureau, it is respectfully requested that the Local Board continue the registrant in a II-B classification.

Your cooperation in this matter is greatly appreciated.

Very truly yours,

R.D. Severy, Lt. Comdr. USNR
Chairman, Regional Committee on
Deferment of Government Employees

cc: Reg. Com.

SECRET

CONFIDENTIAL

Best copy
available

file

CLASSIFICATION ADVICE

App. Not Req.

District of Columbia 001
MAY 14 1945 005
1740 Mass. Ave., N. W.
Washington 8, D. C.



(Local Board Date Stamp With Code)

May 14, 1945

(Date of mailing of Notice of Classification to Registrant)

You are advised that—

Order No. 335 HAX ELITCHER has been classified in Class 2-B
(First name) (Middle name) (Last name)
until September 26 19 45
(Insert date for Class II-A and II-B only)

by ☐ Local Board.

☒ Board of Appeal (by vote of 5 to 0)

☐ President.

DSS Form 33
(Revised 12-10-43)

W. B. Brennan

(See other side)

(Member or clerk of local board)

2-10-45

REOPENING BOARD No. 52-2018
Approval expires 8-31-44

NOTICE TO EMPLOYER OF REOPENING CLASSIFICATION

March 7, 1945
(Date of mailing by local board)

Name of registrant Max Elitcher

Order No. 335

Local board Local Bd. 5 1740 Mass. Ave. N. W. Washington D. C.
(Number) (Country) (City) (State)

The classification of the above-named registrant has been reviewed, and will be reopened and considered anew 15 days after the above date. If you wish to file Affidavit—Occupational Classification (Form 42 or Form 42A) because of the occupational necessity of this registrant, such evidence must be forwarded to the local board within this 15-day period.

W. R. Brennan
(Member—Clerk of Local Board)

DD Form 428
(Revised 5-15-43)

U. S. GOVERNMENT PRINTING OFFICE 16-61280-0

(7 ple)

Hofstad Form No. 12-2000
Approved & dated Feb. 22, 1944

SELECTIVE SERVICE SYSTEM
AFFIDAVIT—OCCUPATIONAL CLASSIFICATION (Industrial)

(Affidavit—Occupational Classification (General), Form 42, is provided for use in activities where the items on this form are not applicable)

Name of registrant MAX ELITCHER

Selective Service Order No. 335

Age (26) 9-1-18

Local Board 5

(Number)

Washington, D. C.

(County)

(City)

(State)

Title of present job Engineer (Ordnance) P-4

State whether journeyman, apprentice, helper, certificated, licensed, professional engineer, etc.

Professional Engineer

Describe duties actually performed Prepares and reviews specifications and descriptive material relating to function, assembly, installation, maintenance and interrelationship between units in main, secondary, antiaircraft, searchlight,

(Be specific—include name of machine or machine tool, process, materials, etc.)

and target designation system for the direction of fire of various personnel. Prepares specifications for manufacture of various items of fire control equipment. Reviews and analyzes proposed plans and instruments submitted by manufacturers and naval establishments.

Date employed Nov. 2, 1938

Date entered present job Jan. 1, 1944 Present

Average weekly rate of pay, \$ 92.25

Average hours worked per week 5 1/2

Prior work experience None pertinent

Educational background B.S. in E.E., 1938, City College of New York;

(Fill out if necessary to establish employee's qualifications for a particular job)

one-half year graduate work in E.E., City College of New York.

How long will it take you to replace this employee? More than six months dating from 15 Sept.

What specific steps have you taken to secure or train a replacement for this registrant? Shortage of technically trained personnel makes it impossible to replace the skills of this registrant. Attempts have been made through all channels of recruitment. See Line 15a, page 1, Bureau of Ordnance Replacement Schedule, Third Renewal, effective 15, Sept. 1944.

AFFIDAVIT—OCCUPATIONAL CLASSIFICATION (Industrial)—Continued

Name of company Bureau of Ordnance, Navy Department

(Corporation, partnership, individual—if self-employed, so state)

Address of company Washington, D. C.

(Location of plant, office, or division where registrant is employed)

Description of the activities of this company Procurement of armor, armament and ammunition for U.S. Naval vessels. The registrant is employed in the Planning Engineering section, the function of which is the design and preparation of plans of Naval armament and ammunition (guns, gun turrets and gun mounts, torpedo tubes, fire control equipment, projectiles, bombs, etc.)

GOVERNMENT SERVICE

NAVY DEPARTMENT

State specially or exclusively of your products currently produced are:

(a) for use in the war effort 100%

(b) for civilian use None

Is expansion or conversion contemplated in war production?

Number employees

Number additional

in next 6 months

ACCEPTANCE NO. 21 (THIRD RENEWAL)

DISTRICT OF COLUMBIA HEADQUARTERS

SELECTIVE SERVICE OFFICE

This affidavit for occupational classification is filed in accordance with the replacement schedule effective Sept. 15, 1944. This statement is made a part of this affidavit.

Is a replacement training program in operation? No. Contemplated? No.
Explain. Replacements are unavailable to fill the technical positions which require college training, practical experience, or both. The Bureau operates under an approved Replacement Schedule which provides for orderly release of male employees subject to Selective Service.

This form was completed at the plant or office of the company located at

Washington, D. C.

and all correspondence relative to this affidavit should be so addressed.

Dorothea E. Van Ester

do solemnly swear (or affirm)

that I am Secretary to the Regional Committee of the above-named company, and that the foregoing statements are true to the best of my knowledge and belief.

(Official position)

Subscribed and sworn to before me this 8th SEP 1944 day of 19

(Signature of official administering oath)

(Official designation of official administering oath)

INSTRUCTIONS: This form is to be filled out by an employer or other person who has knowledge of the registrant's eligibility for Class II deferment as a necessary man in his civilian occupation or activity. If the registrant is deferred, the employer must notify the Local Board promptly of any change in the registrant's job status, or if his employment is terminated.

U. S. GOVERNMENT PRINTING OFFICE 16-54223-4

SELECTIVE SERVICE SYSTEM
AFFIDAVIT—OCCUPATIONAL CLASSIFICATION

Name of registrant MAX FLITCHER

Selective Service Order No. 335

Age 26 9-1-18

Local Board 5

Washington, D. C.

Title of present job Engineer (Ordnance)

U. S. Employment Service Dictionary Code (Occupation)

State whether journeyman, apprentice, helper, certificated, licensed, professional engineer, or

Professional Engineer

Describe duties actually performed: Prepares and reviews specifications and technical material relating to function, assembly, installation, maintenance and relationship between units in main, secondary, and aircraft search and target designation system for the direction and instruction of personnel. Prepares specifications for manufacture of various types of control equipment. Reviews and analyzes proposed plans and designs of instruments submitted by manufacturers and naval establishments.

Date employed November 2, 1938

Date entered present job 1944

Average weekly rate of pay, \$ 92.25

Average hours worked per week 40

Prior work experience None pertinent

Educational background B.S. in E.E., 1938, City College of New York

(Fill out if necessary to establish employee's qualifications for a particular job)

one-half year graduate work in E.E., City College of New York

How long will it take you to replace this employee? More than six months, dating from

March 15, 1944

What specific steps have you taken to secure or train a replacement for this registrant?

See page 5, line 142, Replacement Schedule, Bureau of Ordnance. See

Reverse. Effective March 15, 1944.

DD Form 49 A (Spec)

[over]

AFFIDAVIT (ORIGINAL)

Company: Rockwell International Corporation
 Address: Washington, D. C.
 Nature of business: Design and production of aircraft, missiles and space vehicles
 Nature of activities: Design and production of aircraft, missiles and space vehicles
 Nature of products: Aircraft, missiles and space vehicles
 Nature of services: Design and production of aircraft, missiles and space vehicles

Is the registrant employed in the planning, design, development and construction of aircraft, missiles and space vehicles?
Yes

What proportion of your products currently produced are for the war effort?
100%

Is further conversion contemplated in war production?
Yes

Number additional employees needed in next 6 months: 100
 Number additional employees needed in next year: 200

Is a training program in operation?
Yes

Is the company operating under an approved replacement plan which provides for the orderly release of all employees (male) subject to military service?
Yes

This form was completed at the plant or office of the company located at:
Washington, D. C.

All correspondence relative to this affidavit should be so addressed:
Washington, D. C.

I, John F. Kennedy, Jr., Rear Admiral, U.S.N., do solemnly swear (or affirm) that the above statements are true to the best of my knowledge and belief.

Subscribed and sworn to before me this 10 day of April, 1964

(Signature of official administering oath)

RECOMMENDATION OF STATE DIRECTOR

The undersigned State Director of Selective Service in whose State is located the registrant's principal place of employment recommends that the local board except the registrant from the general restriction against the occupational deferment of registrants in the age group specified in Local Board Memorandum No. 115.

State Director of Selective Service of Massachusetts

By John F. Kennedy, Jr.

CLASSIFICATION ADVICE



Office of the Director
District of Columbia

SEP 13 1944

1624 H Street, N. W.
Washington 6, D. C.
(Local Board Date Stamp With Code)

Sept. 13, 1944

(Date of mailing of Notice of Classification to Regt. tract)

You are advised that-

Max

(First name)

Elitcher

(Middle name)

(Last name)

Order No. 3-5 has been classified in Class 2-B con't

until 3-8-45 19
(Insert date for Class II-A and II-B only)

by ☒ Local Board.

☐ Board of Appeal (by vote of to).

☐ President.

DSS Form 19
(Revised 12-10-43)

(See other side)

(Member or clerk of local board)

16-47442-2

W. H. Brennan

Elitcher, Max

5% Wounded in Action
5% Civilian

file
RD-27 R-27, No. 23-R-27
Approval expires 5-31-44

NOTICE TO EMPLOYER OF REOPENING CLASSIFICATION

September 5, 1944
(Date of mailing by local board)

Name of registrant Max Elitcher

Order No. 335

Local board 5 1624 H Street, N.W. Washington, D.C. (City) (State)
(Number) (County)

The classification of the above-named registrant has been reviewed, and will be reopened and considered anew 15 days after the above date. If you wish to file Affidavit—Occupational Classification (Form 42 or Form 42A) because of the occupational necessity of this registrant, such evidence must be forwarded to the local board within this 15-day period.

W. K. Brennan
(Member—Clerk of Local Board)

DSS Form 13
(Revised 5-12-43)

U. S. GOVERNMENT PRINTING OFFICE 16-31223-2

(See other side)
(Member or clerk of local board)
16-31223-1

DSS Form 13
(Revised 5-29-43)

☐ President

☒ Board of Appeal (by vote of 3 to 0)

☐ Local Board

until September 15 1944
(Insert date for Class II-A and II-B only)

Order No. 335 has been classified in Class II-B
(First name) (Middle name) (Last name)

ELITCHER

MAX

You are advised that—

(Local Board must stamp with Code)

1624 H Street, N.W.
JUN 6 1944
U.S. DEPT. OF COMMERCE
OFFICE OF THE SECRETARY

(Date of mailing of Notice of Classification to Registrant)
June 6, 1944



CLASSIFICATION ADVICE

App. Rec. Reg.

A

B

Regional Committee

SEP:296:KR

Al

12 May 1944

Ad

AD

Local Board No. 8
Selective Service
Washington, D.C.

Re: Max Klitcher
Order No. 333

Re

Gentlemen:

Notice has been received of continuation of the 1A classification of the above registrant, effective May 10, 1944.

FI

Mr. Klitcher is under twenty-six years of age and is individually indispensable to the completion of approved critical program in the Bureau of Ordnance. DES Form 43-A (Special) was submitted to the D.C. Director of Selective Service under date of April 24, 1944, and the Director indicated his approval of the Form and recommended deferment until September 15, 1944.

Mn

If the Local Board is unwilling to reconsider its decision in the light of the above, it is requested that an appeal be noted in this case.

Very truly yours,

Pr

Richard M. Paget
Commander, USNR
Acting Chairman, Regional Committee
on Deferment of Government Employees

CC: Reg. Comm. (1)
Navy Comm. Rm. 2406 (2)

PL

Sp

Lo

NAME: Max Elitcher

Section: Rel4a

Grade: P4

Age: 25

Duties: (April 15 to May 15)

1. Prepare Ordalt for modification of control instruments for A.S. Projector Mark 10.
2. Investigate to determine provision for making parallax and erosion corrections in connection with modernization of CA24 and CA25.
3. Collaborate in study of Attack Director system (anti-submarine).
4. Development of fire control instruments for 8" rapid fire turret.
5. Development of fire control instruments for 6" dual purpose turret.
6. Development of auxiliary stable element for blind firing (ships in service and new construction).
7. Miscellaneous engineering investigations pertaining to the design and maintenance of fire control equipment for ships in service and building.

It cannot be over-emphasized that this man is unique in having acquired skills and experience during five years in the Bureau that exceeds those possessed by men with twice the amount of service. The work in which he is engaged requires knowledge of exterior ballistics and the application of computing mechanisms to the problems attending the control of large caliber guns against surface and aircraft targets. It would be extremely difficult to replace him at any time.

J. H. Davis.

CLASSIFICATION ADVICE

App. Not Req.



Local Board No. 5	34
District of Columbia	001
10 1944	005
1624 H Street, N. W. Washington 6, D. C.	
(Local Board Date Stamp With Code)	

May 10, 1944

(Date of mailing of Notice of Classification to Registrant)

You are advised that—

MAX

ELITCHER

(First name)

(Middle name)

(Last name)

Order No. 335 has been classified in Class I-A Con't.

until 19.....

(Insert date for Class II-A and II-B only)

by ☒ Local Board.

☐ Board of Appeal (by vote of to).

☐ President.

DSS Form 19
(Revised 2-22-42)

(See other side)

(Member or clerk of local board)

16-23533-1

N. M. Dingle

DISTRICT OF COLUMBIA HEADQUARTERS
SELECTIVE SERVICE SYSTEM

2227 M STREET NW.
WASHINGTON, D. C.

April 27, 1944

Chairman, Local Board Number 5
1624 H Street, N. W.
Washington, D. C.

In re: MAX ELITCHER
Order Number 335

Dear Sir:

There is forwarded herewith DSS Form 42A (Special), original and first copy, approved by the District of Columbia Director in behalf of the above registrant. In the event the registrant is physically qualified for general service, this will serve as the Local Board's authority to consider his occupational deferment until September 15, 1944, notwithstanding the general restriction against deferment of registrants under 26 years of age contained in Local Board Memorandum 115, part II.

On the basis of this form the Local Board must reopen the registrant's classification and consider it anew, withdrawing the induction order if one has been issued. Report of the classification finally accorded the registrant should be noted on the first copy of the form, which is then transmitted to the Director of Selective Service, Gimbel Building, Philadelphia, Pa.

For The Director,

Robert E. Mitchell

ROBERT E. MITCHELL
Captain, OMC
Occupational Advisor

REM:rm
Enclosure

REMARKS: Certification letter of Rear Admiral G. F. Hussey, Jr.,
U. S. Navy, Chief of the Bureau of Ordnance attached.

cc: Commander Richard M. Paget, Navy Representative.



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432

APR 24 1944

Dear Mr. Leahy:

I am forwarding for your consideration DSS Form
h2-A (Special) for Mr. Max Elitcher, a P-4 Engineer
(Ordnance) in the Bureau of Ordnance, Navy Department.

This employee has had a pre-induction physical
examination and has been found qualified for general mili-
tary or naval service.

The Bureau of Ordnance, Navy Department, has been
recognized by the Inter-Departmental Deferment Committee as
essential to completion of approved critical programs. The
above registrant is employed in the Design Section of the
Research and Development Division on projects contributing
directly to the maintenance of ships of the fleet. In this
connection he develops fire control instruments for rapid
fire and dual purpose turrets, prepares Ordnance Alteration
(instructions) for modification of control instruments for
anti-submarine projector, makes engineering investigations
pertaining to the design and maintenance of fire control e
equipment for ships in service and building. Studies
problems attending the control of large caliber guns against
surface and aircraft targets. Mr. Elitcher is also engaged
on research and development projects on submarine counter
measures of a secret nature, which projects have been certi-
fied by the Chief of Naval Operations as being essential
to the successful conduct of the war.

It can be said that Mr. Elitcher is individually
indispensable at this time to the programs outlined above
and will continue to be until a replacement can be obtained
and trained. A replacement for this employee is not avail-
able either through outside recruitment or the transfer of
another worker from less critical duties within the Bureau.

B

C

Ad

The deferment requested is for the minimum period of time during which it is anticipated his services will remain indispensable. If and when the program on which this employee is engaged is completed, the Bureau will notify your office immediately.

Re

The Inter-Departmental Deferment Committee has not as yet established a quota of employees for the program on which Mr. Klitcher is working.

Fi

In view of the importance of the program on which this employee is engaged, and the Bureau's direct participation in the prosecution of this war, it is requested that approval be given to the enclosed DSS Form h2-A (Special).

Very truly yours,

Mn

G. F. HUSKEY, JR.
Rear Admiral, U. S. Navy
Chief of the Bureau of Ordnance

Pr

Mr. William E. Leahy
D.C. Director of Selective Service
227 M Street N.W.
Washington, D. C.

es

UNITED STATES DEPARTMENT OF JUSTICE
BUREAU OF PRISONS
WASHINGTON, D.C.

7 April 1944

To: Director of the Bureau of Prisons.
From: [redacted] Chief of the Federal Prison System,
[redacted] P.O.
Subject: Conditional Release from Imprisonment.
Re: [redacted] A.P.N. 1241 of 28 March 1944.

1. This is to certify that Max Elitcher
an inmate of the Bureau of Prisons, is granted a release
on the basis of the following process of consideration in his case as
to investigation, as provided in reference (a).

2. Under the circumstances shall investigation dis-
cussion be in view of the individual's Local Draft Board to
be held until an official release is granted by this Bureau.

S. F. BUSSEY, JR.

given

Robert S. Smith
By direction

*Best copy
available*

Bureau of Ordnance, Dept. of the Navy
Approved for use by the Navy, 24, 1942

SELECTIVE SERVICE SYSTEM
AFFIDAVIT—OCCUPATIONAL CLASSIFICATION (Industrial)

(Affidavit—Occupational Classification (General), Form 12, is provided
for use in activities where the items on this form are not applicable)

Name of registrant MAX FLITCHER

Selective Service Order No. 335 Age (2b) 9-1-18

Local Board 5 Washington, D. C.
(Number) (County) (City) (State)

Title of present job Engineer (Ordnance) P-4

State whether journeyman, apprentice, helper, certificated, licensed, professional engineer, etc.:

Professional Engineer

Describe duties actually performed Prepares and reviews specifications and descriptive

material relating to function, assembly, installation, maintenance and inter-
(Be specific—include name of machine or machine tool, process, materials, etc.)

relationship between units in main, secondary, antiaircraft, searchlight and
target designation system for the direction and instruction of operating personnel.
Prepares specifications for manufacture of various items of fire control equip-
ment. Reviews and analyzes proposed plans and designs of such instruments
submitted by manufacturers and naval establishments.

Date employed November 2, 1938 Date entered present job Jan. 1, 1944 (Promotion)

Average weekly rate of pay, \$ 92.25 Average hours worked per week 61 3/4

Prior work experience None pertinent

Educational background B.S. in E.E., 1938, City College of New York;
(Fill out if necessary to establish employee's qualifications for a particular job)

one-half year graduate work in E.E., City College of New York.

How long will it take you to replace this employee? More than six months, dating from
March 15, 1944.

What specific steps have you taken to secure or train a replacement for this registrant? See page 5.

Line 142, Replacement Schedule, Bureau of Ordnance. See Reverse.

Effective March 15, 1944.

AFFIDAVIT—OCCUPATIONAL CLASSIFICATION (Industrial)—Continued

Name of company **Bureau of Ordnance, Navy Department**
(Corporation, Partnership, Individual—If self-employed, so state)

Address of company **Washington, D. C.**
(Location of plant, office, or division where registrant is employed)

Description of the activities of this company **Procurement of armor, armament and ammunition for U.S. Naval vessels. The registrant is employed in the Planning Engineering section, the function of which is the design and preparation of plans of Naval armament and ammunition (guns, gun turrets and gun mounts, torpedo tubes, fire control equipment, projectiles, bombs, etc.)**

State specifically what proportion of your products currently produced are:

(a) for use in the war effort **100%**

(b) for civilian use

Is expansion or further conversion contemplated in war production? **Yes, expansion is necessary to meet increased demands of the National war effort.**

Number employees now **Number additional needed in next 6 months** **Number additional needed in next year**

Explain

**ACCEPTANCE NUMBER 21
DISTRICT OF COLUMBIA HEADQUARTERS
SELECTIVE SERVICE SYSTEM**

Is a replacement training program in operation? **Yes** **Contemplated?** **No**
 Explain **The Bureau of Ordnance is now operating under an approved Replacement List which provides for the orderly release of all male employees subject to Selective Service.**

made a part of this statement

Accepted General 3-15-44

This form was completed at the plant or office of the company located at

Washington, D. C.

and all correspondence relative to this affidavit should be so addressed.

I, **Dorothea E. Van Meter**, do solemnly swear (or affirm)

that I am **Secretary to the Regional Committee** of the above-named company, and that I

foregoing statements are true to the best of my knowledge and belief.

Subscribed and sworn to before me this **11** day of **April**, 19**44**

(Signature of official administering oath)

(Official designation of official administering oath)

INSTRUCTIONS: This form is to be filled out by an employer or other person who has knowledge of the registrant's occupation or activity. If the registrant is self-employed, the employer must certify the truthfulness of any change in the registrant's job status, or if his employee, must certify the truthfulness of any change in his occupation or activity.

B Regional Committee

MEMPHIS

C 14 March 1944

Ad Local Board No. 3
Deferment Service
Washington, D.C.

Re: Max Kitcher

Order No. 325

Whereas has been received of the IA classification of the above named Reg. Agent,

Re: Mr. Kitcher entered on duty in the Bureau of Ordnance, Navy Department, in 1933, after receiving a B.S. degree and completing one half year of graduate work in electrical engineering at the City College of New York. In his position as Ordnance Engineer, 7-4, Mr. Kitcher prepares and reviews specifications and descriptive material relating to function, assembly, installation, maintenance and interrelationship between units in main, secondary, anti-aircraft, searchlight and target designation systems for the direction and instruction of operating personnel; determines requirements for modernization of equipment due to battle damage through the utilization of existing equipment or modification thereof to permit immediate installation; computes and analyzes errors allowable and corrections required in fire control instruments due to ballistics, battery, gun and projectile changes; prepares technical correspondence to contractors, ships and naval shore stations on the above.

Min: This position, wherein replacements are unobtainable, comes within the meaning of the List of Critical Occupations as defined by the War Relocation Commission. Mr. Kitcher has been included in the "over six months" column of the Bureau of Ordnance Replacement Schedule, Second Renewal, effective March 15, 1944. DCS Form 42-4 is submitted herewith to facilitate handling of this case.

Pr: Inasmuch as Mr. Kitcher is employed in an essential position where his education and training are being utilized to the fullest extent, it is felt that his services can best be utilized in this capacity. The Regional Committee therefore recommends that the IA classification be held in abeyance. If the Local Board does not see fit to withhold formal action, it is requested that an appeal be noted in this case.

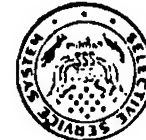
Very truly yours,

Richard H. Paget, Commander, USNR
Acting Chairman, Regional Committee
on Deferment of Government Employees

GCs Reg. Comm. (1)
Navy Comm. 2a. 2008(2)

CLASSIFICATION ADVISORY

App. Not Req.



(Local Board Date Stamp With Code)

(Date of mailing of Notice of Classification to Registrant)

3-10-44

You are advised that—

LAX

(First name)

(Middle name)

(Last name)

Order No. 335

has been classified in Class I A

until 19

(Insert date for Class II-A and II-B only)

by ☒ Local Board.

☐ Board of Appeal (by vote of _____ to _____).

☐ President.

DSS Form 19
(Rev. 12-10-43)

(See other side)

(Member of clerk of local board)

10-25000-2

Regional Committee
SECY:296:KR

NAVY DEPARTMENT
Washington, D.C.

21 February 1944

Local Board No. 5
Selective Service
Washington, D.C.

Ad-
R-1

Re: Max Litcher
Optim. No. 736

Gentlemen:

The above named registrant is an employee of the Bureau of Ordnance, Navy Department, engaged in a Critical Occupation as defined by the War Manpower Commission under date of August 16, 1943. As such, he was included in the Bureau of Ordnance Replacement Schedule, First Renewal, dated September 15, 1943, and DSS Form 42-A was submitted in this case indicating the deferment period approved by the D.C. Selective Service Headquarters.

It is anticipated that before the above Schedule has expired, a current DSS Form 42-A will be filed with the Local Board, inasmuch as the registrant has been listed on the Second Renewal of the Replacement Schedule now pending with the D.C. Headquarters, to be effective on March 15, 1944.

In the meantime, it is requested that the Local Board hold in abeyance any action in this case. If the Local Board does not see fit to withhold formal action, it is requested that this letter be considered as an appeal.

green

Very truly yours,

Richard M. Paget, Commander, USA
Acting Chairman, Regional Committee
on Deferment of Government Employees

CC: Reg. Comm. (1)
Navy Comm. Sec. 54-8(2)

Regional Committee
SHOP:296:HR

NAVY DEPARTMENT

Washington, D.C.

22 February 1944

Local Board #7
Selective Service
Washington, D. C.

Re: Max Fletcher
Order No. 333

Gentlemen:

This is to advise of a change of status of the above registrant,
effective 1-16-44.

Promotion:

From: (Old Position)

To: (New Position)

Engineer (Ordinance)
P-3 at \$3200

Engineer (Ordinance)
P-4 at \$3800

Separation or Transfer:

Very truly yours,

Richard H. Paget, Commander, USNR,
Acting Chairman, Regional Committee
on Deferment of Government Employees

cc: Reg. Comm. (1)
Shop Comm. 2. 24. 13 (2)

BUDGET BUREAU 16, 25-2000
Approval expires Jan. 21, 1943

SELECTIVE SERVICE SYSTEM
AFFIDAVIT—OCCUPATIONAL CLASSIFICATION (Industrial)

616

(Affidavit—Occupational Classification (General), Form 42, is provided
for use in activities where the items on this form are not applicable)

Name of registrant MAX ELITCHER

Selective Service Order No. 335

Age 25

Local Board 5
(Number)

(County)

Washington, D. C.
(City)

(State)

Title of present job Associate Engineer (Ordnance), P-3

State whether journeyman, apprentice, helper, certificated, licensed, professional engineer, etc.:

Professional Engineer

Describe duties actually performed Design and preparation and checking of drawings,
specifications and pamphlets pertaining to fire control equipment and installa-
(Be specific—include name of machine or machine tool, process, materials, etc.)
tions in U.S. Naval vessels.

Date employed November 2, 1938

Date entered present job June 24, 1942 (Promotion)

Average weekly rate of pay, \$ 79.75

Average hours worked per week 51 3/4

Prior work experience None pertinent.

Educational background B.S. in E. E., 1938, City College of New York;

(Fill out if necessary to establish employee's qualifications for a particular job)

one-half year graduate work in E. E., City College, New York.

How long will it take you to replace this employee? More than six months.

What specific steps have you taken to secure or train a replacement for this registrant? See page 10,

line 138, Replacement Schedule, Bureau of Ordnance, See Everaco.

AFFIDAVIT—OCCUPATIONAL CLASSIFICATION (Industrial)—Continued

Name of company Bureau of Ordnance, Army Department
(Corporation, partnership, individual—if self-employed, so state)

Address of company Washington, D. C.
(Location of plant, office, or division where registrant is employed)

Description of the activities of this company Procurement of armor, armor plate and armor for U. S. Army, Navy, and Marine Corps. The registrant is assigned in the Planning and Control section, the function of which is the design and preparation of plans of armor and armor plate (gun, gun turret and gun mounts, torpedoes, fire control equipment, projectiles, bombs, etc.)

State specifically what proportion of your products currently produced are:

- (a) for use in the war effort 100%
(b) for civilian use

Is expansion or further conversion contemplated in war production? Yes, expansion is necessary to meet increased demands of the National War effort.

Number employees now Number additional needed in next 6 months Number additional needed in next year

Explain ACCEPTANCE NUMBER 21
DISTRICT OF COLUMBIA HEADQUARTERS
ARMED FORCES SYSTEM

Is a replacement training program in operation? Yes Contemplated? No
Explain The Bureau of Ordnance is now operating under an approved War Relocation Act which provides for the orderly release of all able-bodied subjects to selective service.

1st Renewal 7-15-47

This form was completed at the plant or office of the company located at

Washington, D. C.

and all correspondence relative to this affidavit should be so addressed.

I, Lothar P. Van Meter, do solemnly swear (or affirm) that I am secretary to the National Committee of the above-named company, and that foregoing statements are true to the best of my knowledge and belief.

Subscribed and sworn to before me this day of NOV 3 1943, 19

(Signature of official administering oath)

(Official designation of official administering oath)

INSTRUCTIONS: This form is to be filled out by an employer or other person who has knowledge of the registrant's eligibility for Class II deferment as a necessary man in his civilian occupation or activity. If the registrant is deferred the employer must notify the Local Board promptly of any change in the registrant's job status, or if his employment is terminated.

CLASSIFICATION ADVICE



District of Columbia
 JUL 21 1943
 1624 H Street, N. W.
 Washington, D. C.

(Local Board Date Stamp With Code)

JUL 21 1943

(Date of mailing of Notice of Classification to Registrant)

You are advised that—

Max

(First name)

Elitcher

(Middle name)

(Last name)

Order No. 335 has been classified in Class

2 A

until September 15, 1943

(Insert date for Class II-A and II-B only)

by ☐ Local Board.

☐ Board of Appeal (by vote of _____ to _____).

☐ President.

DSS Form 59
(Revised 2-23-42)

(See other side)

(Member or clerk of local board)

16-4333-1

N. M. Bingham

CLASSIFICATION ADVICE



District of Columbia
 JUL 1 1943
 1624 H Street, N. W.
 Washington, D. C.

(Local Board Date Stamp With Code)

9-1-43

(Date of mailing of Notice of Classification to Registrant)

You are advised that—

Max

(First name)

Elitcher

(Middle name)

(Last name)

Order No. 335 has been classified in Class

2 B

until March 15, 1944

(Insert date for Class II-A and II-B only)

by ☒ Local Board.

☐ Board of Appeal (by vote of _____ to _____).

☐ President.

DSS Form 59
(Revised 2-23-42)

(See other side)

(Member or clerk of local board)

16-4333-1

N. M. Bingham

SELECTIVE SERVICE SYSTEM
AFFIDAVIT—OCCUPATIONAL CLASSIFICATION (Industrial)

(Affidavit—Occupational Classification (General), Form 42, is provided
for use in activities where the items on this form are not applicable)

Name of registrant MAY ELITCHER
Selective Service Order No. 335 Age 24
Local Board 5 Washington D. C.
(Number) (County) (City) (State)
Title of present job Associate Engineer (Ordinance), P-3

State whether journeyman, apprentice, helper, certificated, licensed, professional engineer, etc.:
Professional Engineer

Describe duties actually performed Design and preparation and checking of drawings,
specifications and blueprints pertaining to fire control equipment and installa-
(Be specific—include name of machine or machine tool, process, materials, etc.)
tions in U. S. Naval vessels.

Date employed November 2, 1938 Date entered present job June 24, 1942 (Promotion)
Average weekly rate of pay, \$ 79.75 Average hours worked per week 51 3/4
Prior work experience None pertinent.

Educational background B.S. in E.E., 1938, City College, New York;
(Fill out if necessary to establish employee's qualifications for a particular job)
One-half year graduate work in E.E., City College, New York.

How long will it take you to replace this employee? Over 12 months after March 15, 1943.

What specific steps have you taken to secure or train a replacement for this registrant? See reverse.

AFFIDAVIT—OCCUPATIONAL CLASSIFICATION (Industrial)—Continued.

Name of company Bureau of Ordnance, Navy Department
(Corporation, partnership, individual—if self-employed, so state)

Address of company Washington, D. C.
(Location of plant, office, or division where registrant is employed)

Description of the activities of this company Procurement of armor, armament and ammunition for U. S. Naval vessels. The registrant is employed in the Engineering and Drafting section, the function of which is the design and preparation of plans of U. S. Naval armament and ammunition (guns, gun turret and gun mounts, torpedo tubes, fire control equipment, projectiles, bombs, etc.)

State specifically what proportion of your products currently produced are:

(a) for use in the war effort 100%

(b) for civilian use

Is expansion or further conversion contemplated in war production? Yes, expansion is necessary to meet increased demands of the National war effort.

Number employees now Number additional needed in next 6 months Number additional needed in next year

Explain

**ACCEPTANCE NUMBER 21
DISTRICT OF COLUMBIA HEADQUARTERS
SELECTIVE SERVICE SYSTEM**

Is a replacement training program in operation? Yes Contemplated?

Explain The Bureau of Ordnance is now operating under an approved Replacement List which provides for the orderly release of all civil employees subject to Selective Service at Station. This statement is made a part of this affidavit.

This form was completed at the plant or office of the company located at

Washington, D. C.

and all correspondence relative to this affidavit should be so addressed.

I, Anthony L. Michel, do solemnly swear (or affirm) that I am Chairman, Regional Committee of the above-named company, and that the foregoing statements are true to the best of my knowledge and belief.
(Official position)

Subscribed and sworn to before me this 23 day of July, 1943

(Signature of official administering oath)

(Official designation of official administering oath)

INSTRUCTIONS: This form is to be filled out by an employer or other person who has knowledge of the registrant's eligibility for Class II deferment as a necessary man in his civilian occupation or activity. If the registrant is deferred, the employer must notify the Local Board promptly of any change in the registrant's job status, or if his employment is terminated.

SELECTIVE SERVICE SYSTEM
AFFIDAVIT—OCCUPATIONAL CLASSIFICATION (Industrial)

(Affidavit—Occupational Classification (General), Form 12, is provided for use in activities where the items on this form are not applicable)

Name of registrant MAX FLITCHER

Selective Service Order No. 308

Age 24

Local Board 5

(Number)

(County)

Washington

(City)

D. C.

(State)

Title of present job Associate Engineer (Ordnance), P-3

State whether journeyman, apprentice, helper, certificated, licensed, professional engineer, etc.:

Professional Engineer

Describe duties actually performed Design and preparation and checking of drawings, specifications and pamphlets pertaining to fire control equipment and installation in U. S. Naval vessels.
(Be specific—include name of machine or machine tool, process, materials, etc.)

Date employed November 2, 1938

Date entered present job June 24, 1942 (Promotion)

Average weekly rate of pay, \$ 79.75

Average hours worked per week 51 3/4

Prior work experience None pertinent

Educational background B.S. in E.E., 1938, City College, New York.

(Fill out if necessary to establish employee's qualifications for a particular job)

One-half year graduate work in E.E., City College, New York.

How long will it take you to replace this employee? Over 12 months from March 15, 1943.

What specific steps have you taken to secure or train a replacement for this registrant? See reverse.

AFFIDAVIT—OCCUPATIONAL CLASSIFICATION (Industrial)—Continued.

Name of company Bureau of Ordnance, Navy Department
(Corporation, partnership, individual, if self-employed, so state)

Address of company Washington, D.C.
(Location of plant, office, or division where registrant is employed)

Description of the activities of this company Procurement of armor, armament, and ammunition for U.S. Naval vessels. The registrant is employed in the Engineering and Drafting Section, the function of which is the design and preparation of plans of U.S. Naval armament and ammunition.

State specifically what proportion of your products currently produced are:

(a) for use in the war effort: 100%

(b) for civilian use

Is expansion or further conversion contemplated in war production? Yes

Number employees now _____ Number additional needed in next 6 months _____ Number additional needed in next year _____

Explain Expansion is necessary to meet increasing demands of the National war effort.

Is a replacement training program in operation? Yes Contemplated? _____

Explain Female employees are being recruited for instruction and training in mechanical drafting.

This form was completed at the plant or office of the company located at

Washington, D.C.

and all correspondence relative to this affidavit should be so addressed.

I, C. H. Jones, do solemnly swear (or affirm)

that I am Director, Administrative Division of the above-named company, and that the
(Official position)

foregoing statements are true to the best of my knowledge and belief.

/s/ C. H. Jones
Captain, U.S.N.

Subscribed and sworn to before me this 5th day of December, 19 42

/s/ Ralph S. Trigg
(Signature of official administering oath)

Lieutenant, U.S.N.R.

(Official designation of official administering oath)

INSTRUCTIONS: This form is to be filled out by an employer or other person who has knowledge of the registrant's eligibility for Class II deferment as a necessary man in his civilian occupation or activity. If the registrant is deferred, the employer must notify the Local Board promptly of any change in the registrant's job status, or if his employment is terminated.

SELECTIVE SERVICE SYSTEM

AFFIDAVIT—OCCUPATIONAL CLASSIFICATION (Industrial) DEC

(Affidavit—Occupational Classification (General), Form 42, is provided for use in activities where the items on this form are not applicable.)

Name of registrant Max ElitcherSelective Service Order No. 338Age 24Local Board 6

(Number)

(County)

Washington

(City)

D.C.

(State)

Title of present job Associate Engineer (Ordnance) P-3

State whether journeyman, apprentice, helper, certificated, licensed, professional engineer, etc.:

Professional Engineer

Describe duties actually performed Prepare and check drawings, specifications
and pamphlets pertaining to fire control instruments and installa-
(Be specific—include name of machine or machine tool, process, materials, etc.)
tions in U.S. Naval vessels.

Date employed November 2, 1938Date entered present job June 24, 1941Average weekly rate of pay, \$ 62.22Average hours worked per week 48Prior work experience NoneEducational background B.S. in E.E. New York City College, June, 1938(Fill out if necessary to establish employee's qualifications for a particular job)

How long will it take you to replace this employee? Indefinite. It has become practically
impossible to obtain new engineering employees. None could be
obtained with his experience in his particular work.

What specific steps have you taken to secure or train a replacement for this registrant? We are const-
ly endeavoring, through the U.S. Civil Service Commission and by di-
rect recruiting, to obtain new engineering employees to replace losses
to meet expansion requirements, but with very little success.

AFFIDAVIT—OCCUPATIONAL CLASSIFICATION (Industrial)—Continued.

Name of company **Bureau of Ordnance, Navy Department**

(1) partnership, individual if self-employed, or state

Address of company Washington, D. C.

Location of plant, office, or division where registrant is employed)

Description of the activities of this company: Procurement of armor, armament and ammunition for U. S. Naval vessels. The registrant is employed in the Engineering and Drafting section, the function of which is the design and preparation of plans of U. S. Naval armament and ammunition (guns, gun turret and gun mounts, torpedo tubes, fire control equipment, projectiles, bombs, etc.)

State specifically what proportion of your products currently produced are:

g(a) for use in the war effort 10-7

(b) for civilian use

expansion or further conversion contemplated in war production? Yes, expansion is necessary to meet increased demands of the National War effort.

Number employees
now _____

Number additional needed in next 6 months

Number additional
needed in next year

Explain

ACCEPTANCE NUMBER 21
DISTRICT OF COLUMBIA HEADQUARTERS
SELECTIVE SERVICE SYSTEM

This affidavit for operational classification

operation, with an approved

Is a replacement training program in operation? Yes Substantive Replacement List
 Explain The Bureau of Finance is now Substantive Replacement List
which provides for the orderly transfer of male employees subject to Selective
Service.

This form was completed at the plant or office of the company located at

Washington, D. C.

and all correspondence relative to this affidavit should be so addressed.

I.

L. J. Meyer

do solemnly swear (or affirm)

that I am: Director, Administrative Division

of the above-named company, and that the

foregoing statements are true to the best of my knowledge and belief.

Spencer, and some scholars of the

11th

Capitla, 5-20-64

19⁴³

Lieut. Commander, U. S. N.

INSTRUCTIONS: The following instructions apply in connection with the processing of the application of the registrant's right to file. If determined that the registrant is not a "displaced person" as defined in the law, the right is deferred. The employee must notify the local board of such determination and the employee must file a statement of his employment as required.

Mr. C.H. Jones, Director
Administrative Division
Bureau of Ordnance
Washington, D.C.

Local Board No. 9
232 Bond Building - PM
14th & New York Ave.
Washington, D.C. (Local Board)

Remember Pearl Harbor
and
Keep Flying

SELECTIVE SERVICE

Penalty for Private Use to Avoid
Payment of Postage, \$300

OFFICIAL BUSINESS

**NOTICE OF
CLASSIFICATION**

May Elizabeth 1942

Local Board No. 8
602 Bond Building
14th & New York Ave.
Washington, D.C.

Has been classified by

Local Board ☒ Board of Appeal by vote of ☐ to ☐

President ☐ In class ☐ until Dec. 18, 1942

M. J. Jones
Member of Local Board

Date of mailing June 19, 1942

BE ALERT
The law requires you
To keep in touch with
the local board.
To notify it of any
change of address.
To notify it of any
fact which might change
classification.

NOTE: RIGHT TO APPEAL

Appeal from classification by local board or board of appeal must be made at office of local board, by signing appeal
form on back of classification or by filing written notice of appeal, within ten days after the mailing of this notice.
Before appeal, a registrant may file a written request for appearance within the same ten-day period; and, if he
does so, the local board will fix a day and notify him to appear personally before the local board; if this is done,
the time to appeal is extended to ten days beyond the day set by the local board for such appearance.
There is a right in certain dependency cases, of appeal from appeal board decision to the President; see Selective
Service Regulations, Volume I, Item 16-12071. U. S. GOVERNMENT PRINTING OFFICE

AFFIDAVIT TO SUPPORT CLAIM FOR OCCUPATIONAL DEFERMENT

INSTRUCTIONS. This form is to be filled out by an employer or other person who has knowledge of the registrant's eligibility for Class II deferment as a necessary man in his civilian occupation or activity. If the registrant owns and operates his own business, he may fill out this form himself.

All parts except Part E should be filled out for a registrant engaged in a business, occupation, or profession.

Parts A, E, F, G, and H should be filled out for a registrant pursuing a course of instruction in preparation for work necessary to the National Defense.

A. IDENTIFICATION OF REGISTRANT:

1. Local Board No. _____ (County) _____ (City) _____ (State) _____

2. Name of registrant _____ Order No. 2-8

B. INDUSTRY, BUSINESS, OR SERVICE IN WHICH REGISTRANT IS ENGAGED:

1. Name of firm, corporation, partnership, etc. _____

2. Description of industry or other activity. _____

3. Is the activity seasonal? _____ If so, what is the season? _____

4. Has your product or service any relationship to the National Defense production program? _____ If so, specify _____

5. Is your product or service necessary to the health, safety or interest of the community or the Nation? _____ If so, specify _____

6. Have you any National Defense contracts or subcontracts? _____ If so, specify _____

7. Do any of the above contracts carry specific priority ratings? _____ If so, specify _____

8. Approximate percentage of product or service currently produced for use of

a. The general public _____

b. The Government _____

c. As a contractor of the Government _____

Explain item (c) here _____

best copy available

8. If an agricultural pursuit, state:

(a) Size and type of farm

(b) Number of acres under cultivation

Number of livestock, poultry, etc.

(c) Principal product

(d) Number of persons employed for wages

C. OCCUPATION OF REGISTRANT:

1. What is the title of his present job or position?

2. On what date did he enter upon present duties?

3. What is his weekly rate of pay? \$.

(CONFIDENTIAL)

4. Is he a—

(Check one)

☐ Regular employee.

☐ Other (specify):

☐ Seasonal employee.

☐ Temporary or occasional employee.

5. Has he a journeyman rating?

6. Is he—

(Check one)

☒ Skilled.

☐ Unskilled.

☐ Semiskilled.

(a) Is he in training as an apprentice or learner?

(State which)

(b) How long has he been in such training?

(c) On what date will he complete his training?

(d) For what work is he preparing?

7. (a) Give an **ACCURATE** and **FULL** description of his duties. (If possible use United States Employment Service job specifications)

to classification. It is understood that the purpose of this classification is to determine the skill and experience required for the job.

(b) On what specific product or service is he primarily engaged?

8. Is the registrant trained or experienced in more highly skilled work than that in which he is now engaged?

If so, specify:

D. DATA RELATIVE TO "NECESSITY" OF THE REGISTRANT:

(See last page of this form for definitions of "necessary man" and regulations regarding deferment.)

1. Have you had difficulty in recruiting workers with the registrant's qualifications or skill? If so, explain action taken, and results.

2. Do you anticipate that you would have difficulty in recruiting workers with the registrant's qualifications or skill now or in the future? If so, upon what grounds do you base your anticipation?

N. 7-1
IN REPLY ADDRESS
BUREAU OF ORDNANCE, NAVY DEPARTMENT
AND REFER TO NO.

NAVY DEPARTMENT
BUREAU OF ORDNANCE
WASHINGTON, D. C.

(Ada)

JUN 30 1942

From: The Chief of the Bureau of Ordnance.
To: The Assistant Secretary of the Navy
(Division of Personnel Supervision
and Management - Employees Relations).

Subject: O.N.I. Investigation Reports.

Reference: (a) BuOrd. ltr (C) of December 19, 1941.

Enclosure: (A) Report in the case of Elitcher,
(herewith) Max.
(B) Report in the case of Sparer,
Seno.

1. Enclosures are returned. As nothing derogatory tending to further suspicion appears in these reports, the Bureau recommends that the investigation be considered as closed.

2. Both Mr. Elitcher and Mr. Sparer are included in current lists for recommendations for promotion.

W. H. P. BLANDY

H. M. Klee
Chief Adm. Officer
By direction

MEM

Copy to:

→ Jacket of Max Elitcher
Jacket of Seno Sparer

~~CONFIDENTIAL~~

II. JURAT:

I, _____, do solemnly swear for all _____
(Name)
I am _____ of _____ (Name of State, District, or Territory)
(Official position)
and that the foregoing statements are true to the best of my knowledge and belief.

Subscribed and sworn to before me this _____ day of _____, 19____.

THE OATH REQUIRED BY THIS FORM MAY BE ADMINISTERED BY:

1. Any civil or military officer authorized to administer oaths generally or in military administration.
 2. Any member of a Local Board or Board of Appeal, or the clerk of such board.
 3. Any government appeal agent.
 4. Any member or associate member of an Advisory Board for Registrants.
 5. Any Postmaster.
 6. Any other person authorized by the Selective Service Regulations to administer oaths.
- No fee shall be charged by any person for administering the oath required on this form.

EXCERPTS FROM SELECTIVE SERVICE REGULATIONS

351. "Necessary man" defined.—A registrant shall be considered a "necessary man" in industry, business, employment, agricultural pursuit, governmental service, or in any other service or endeavor, including training or preparation therefor, or when all of these conditions exist:

- (a) He is, or but for a seasonal or temporary interruption would be, engaged in such activity.
- (b) He cannot be replaced satisfactorily because of a shortage of persons with his qualifications or skill in such activity.
- (c) His removal would cause a material loss of effectiveness in such activity.

352. Composition of Class II.—(a) In Class II-A shall be placed any registrant found to be a "necessary man" in industry, business, employment, agricultural pursuit, governmental service, or any other service or endeavor, or in training, preparation therefor, the maintenance of which is necessary to the national health, safety, or interest in the sense that it is useful or productive and contributes to the employment or well-being of the community or the Nation.

b. In Class II-B shall be placed any registrant found to be a "necessary man" in any industry, business, employment, agricultural pursuit, governmental service, or any other service or endeavor, or in training or preparation therefor, the maintenance of which is essential to the national health, safety, or interest in the sense that a serious interruption or delay in such activity is likely to impede the National Defense program.

353. Length of deferments for Class II A.—(a) Class II-A deferments shall be for a period not longer than 6 months, the expiration of which time the deferment shall cease. Upon the expiration of any such period, the case of the registrant shall be reopened and his classification considered anew in the manner provided in Section XXX, and, if the facts warrant, the registrant may again be classified in Class II-A for a further period not to exceed 6 months.

(b) Class II-B deferments shall not be limited as to the period during which they shall be effective. The case of a registrant classified in Class II-B may be reopened and his classification considered anew in the same manner and for the same reasons as any other classification. (See Section XXX.)

Best copy available

3. Would the registrant's removal cause a material loss of effectiveness in your activity? yes If so, upon what grounds do you base your statement? particular in inability of obtaining

4. Would the registrant's removal cause such a serious interruption or delay in your activity that it would impede the National Defense program? yes If so, upon what grounds do you base your statement? see 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100

5. (a) How many persons of similar skill or training do you employ? 84
(b) Are you expanding that part of your business that requires the services of the registrant's special qualifications or skill? yes If so, specify in detail are endeavoring to fill existing

positions in his unit, as stated under 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100

(a) How long does it take to train a person in the registrant's qualifications or skill? 3 years after graduation from college

(b) How many persons are you now training in these qualifications or skill to replace separated workers? all 2nd Engineers - 22 in number
To fill newly created jobs?

E. STUDENTS AND OTHERS IN TRAINING:

(To be filled in by appropriate official of school or institution.)

1. Name and type of school or institution (Name)
..... (Type) Location (City) (State)
2. Designation of course pursued by registrant
3. For what certificate or license (if any) is he preparing?
4. Length of time already spent in course
5. How has he progressed to date?
6. On what date do you expect the registrant to complete this training?
7. Has he offers or contracts of employment after completing the course? If so, specify

F. EMPLOYER'S (OR SCHOOL OFFICIAL'S) STIPULATION:

1. Based on the definitions given below in "Excerpts from Selective Service Regulations," I/we recommend classifying this registrant in Class (II-A or II-B)
2. Deferment of this registrant is requested for 6 months (Length of time)
3. It is agreed that I/we will notify registrant's Local Board of the resignation, dismissal, failure to make progress in training, or a change in the nature of the employment of the above-named registrant.
4. The registrant is (is, is not) related to any of the executive officers of this employing unit. The above relationship, if any, is

G. REMARKS:

As an former member of the 27, notice of
the 11th, 12th, 13th, 14th, 15th, 16th, 17th, 18th, 19th, 20th, 21st, 22nd, 23rd, 24th, 25th, 26th, 27th, 28th, 29th, 30th, 31st, 32nd, 33rd, 34th, 35th, 36th, 37th, 38th, 39th, 40th, 41st, 42nd, 43rd, 44th, 45th, 46th, 47th, 48th, 49th, 50th, 51st, 52nd, 53rd, 54th, 55th, 56th, 57th, 58th, 59th, 60th, 61st, 62nd, 63rd, 64th, 65th, 66th, 67th, 68th, 69th, 70th, 71st, 72nd, 73rd, 74th, 75th, 76th, 77th, 78th, 79th, 80th, 81st, 82nd, 83rd, 84th, 85th, 86th, 87th, 88th, 89th, 90th, 91st, 92nd, 93rd, 94th, 95th, 96th, 97th, 98th, 99th, 100th

AFFIDAVIT TO SUPPORT CLAIM FOR OCCUPATIONAL DEFERMENT

INSTRUCTIONS.—This form is to be filled out by an employer or other person who has knowledge of the registrant's eligibility for Class II deferment as a necessary man in his civilian occupation or activity. If the registrant owns and operates his own business, he may fill out this form himself.

All parts except Part E should be filled out for a registrant engaged in a business, occupation, or profession.

Parts A, E, F, G, and H should be filled out for a registrant pursuing a course of instruction in preparation for work necessary to the National Defense.

A. IDENTIFICATION OF REGISTRANT:

1. Local Board No. 5 Washington Washington Dist. of Col.
(County) (City) (State)
2. Name of registrant MAX ELITCHER Order No. 335

B. INDUSTRY, BUSINESS, OR SERVICE IN WHICH REGISTRANT IS ENGAGED:

1. Name of firm, corporation, partnership, etc. Design Section, Bureau of Ordnance,
Navy Department, Washington, D. C.
2. Description of industry or other activity Design of armament for U.S. Naval vessels.

3. Is the activity seasonal? No. If so, what is the season?
4. Has your product or service any relationship to the National Defense production program? Yes. If so, specify See B2, above.

5. Is your product or service necessary to the health, safety or interest of the community or the Nation? Yes. If so, specify See B2, above.

6. (a) Have you any National Defense contracts or subcontracts? If so, specify See B2, above.

- (b) Do any of the above contracts carry specific priority ratings? If so, specify

7. Approximate percentage of product or service currently produced for use of

- (a) The general public
- (b) The Government 100%
- (c) A primary contractor of the Government Explain item (c) here

8. Place of birth (State, Territory, Possession, or Country)

9. Number of acres in crop cultivation

Number of livestock, poultry, etc.

10. Place of birth (State, Territory, Possession, or Country)

11. Number of persons employed for wages

C. OCCUPATION OF REGISTRANT:

1. What is the title of his present job or position? **Assistant Engineer (Mechanical)**

2. On what date did he enter upon present duties? **Jan. 16, 1941. Entered Buord as Junior**

3. What is his weekly rate of pay? **50.00** **Engineer on Nov. 2, 1938.**

4. Is he a

(Check one)

☒ Regular employee.

☐ Other (specify):

☐ Seasonal employee.

☐ Temporary or occasional employee.

5. Has he a journeyman rating?

6. Is he a

(Check one)

☒ Skilled.

Unskilled.

☐ Semi-skilled.

a. Is he in training as an apprentice or learner?

(State which)

b. How long has he been in such training?

c. On what date will he complete his training?

d. For what work is he preparing?

7. (a) Give an ACCURATE and FULL description of his duties. (If possible use United States Employment Service job

specifications. **Under general supervision of engineers of higher rating, to design fire control equipment for vessels of the United States Navy and to prepare and check drawings of such equipment and associated equipment.**

b. On what specific product or service is he primarily engaged? **See 7(a), above.**

8. Is the registrant trained or experienced in more highly skilled work than that in which he is now engaged?

If so, specify **Present rating conforms with his ability.**

D. DATA RELATIVE TO "NECESSITY" OF THE REGISTRANT:

See last page of this form for definitions of "necessary man" and regulations regarding deferment.)

1. Have you met the difficulty in recruiting workers with the registrant's qualifications or skill? **Yes.** If so, explain action

taken and results. **Repeated requests on Civil Service Comm. for registers eligibles to fill existing engineering and drafting vacancies have failed to yield the desired results, owing to lack of qualified eligible**

2. Do you anticipate that you would have difficulty in recruiting workers with the registrant's qualifications or skill now or

in the future? **Yes.** If so, on what grounds do you base your anticipation? **Based on experience related under D1, above. Difficulty in obtaining needed engineer personnel is increasing.**

H. JURAT:

I, **James R. Pahl, Lieut. Commander, U.S.N.** do solemnly swear for affirm
(Name)
I am **Asst. Officer in Charge** of **Design Section, Bureau of Ord., Navy Dept**
(Official position) (Name of employing unit, or head of institution)
and that the foregoing statements are true to the best of my knowledge and belief.

Subscribed and sworn to before me this **12th** day of **December**, 19 **41**

A. J. COUBLE
(Signature of official administering oath)

Commander, U. S. Navy
(Official designation of official administering oath)

THE OATH REQUIRED BY THIS FORM MAY BE ADMINISTERED BY:

1. Any civil or military officer authorized to administer oaths generally or in military administration.
2. Any member of a Local Board or Board of Appeal, or the clerk of such board.
3. Any government appeal agent.
4. Any member or associate member of an Advisory Board for Registrants.
5. Any Postmaster.
6. Any other person authorized by the Selective Service Regulations to administer oaths.

No fee shall be charged by any person for administering the oath required on this form.

EXCERPTS FROM SELECTIVE SERVICE REGULATIONS

351. "Necessary man" defined.—A registrant shall be considered a "necessary man" in industry, business, employment, agricultural pursuit, governmental service, or in any other service or endeavor, including training or preparation therefor, only when all of these conditions exist:

- (a) He is, or but for a seasonal or temporary interruption would be, engaged in such activity.
- (b) He cannot be replaced satisfactorily because of a shortage of persons with his qualifications or skill in such activity.
- (c) His removal would cause a material loss of effectiveness in such activity.

352. Composition of Class II.—(a) In Class II-A shall be placed any registrant found to be a "necessary man" in any industry, business, employment, agricultural pursuit, governmental service, or any other service or endeavor, or in training or preparation therefor, the maintenance of which is necessary to the national health, safety, or interest in the sense that it is useful or productive and contributes to the employment or well-being of the community or the Nation.

(b) In Class II-B shall be placed any registrant found to be a "necessary man" in any industry, business, employment, agricultural pursuit, governmental service, or any other service or endeavor, or in training or preparation therefor, the maintenance of which is essential to the national health, safety, or interest in the sense that a serious interruption or delay in such activity is likely to impede the National Defense program.

353. Length of deferments for Class II-A.—(a) Class II-A deferments shall be for a period not longer than 6 months, at the expiration of which time the deferment shall cease. Upon the expiration of any such period, the case of the registrant shall be reopened and his classification considered anew in the manner provided in Section XXX, and, if the facts warrant, the registrant may again be classified in Class II-A for a further period not to exceed 6 months.

(b) Class II-B deferments shall not be limited as to the period during which they shall be effective. The case of a registrant classified in Class II-B may be reopened and his classification considered anew in the same manner and for the same reasons as any other classification. (See Section XXX.)

Would the registrant's removal cause a material loss of effectiveness in your activity? **Yes.** If so, upon what grounds do you base your statement? **Practical impossibility of obtaining replacement possessing his qualifications.**

4. Would the registrant's removal cause such a serious interruption or delay in your activity that it would impede National Defense program? **Yes.** If so, upon what grounds do you base your statement? **See D1, D2 and D3, above.**

5. (a) How many persons of similar skill or training do you employ? **36.**
(b) Are you expanding that part of your business that requires the services of the registrant's special qualifications or skill? **Yes.** If so, specify in detail **We are endeavoring to fill existing vacancies in his rating, as stated under D1, D2 and D3, above.**

6. (a) How long does it take to train a person in the registrant's qualifications or skill? **3 years after graduation from college.**
(b) How many persons are you now training in these qualifications or skill to replace separated workers? **all Junior Engineers - 36 in number.**
To fill newly created jobs?

E. STUDENTS AND OTHERS IN TRAINING:

(To be filled in by appropriate official of school or institution.)

1. Name and type of school or institution
(Type) Location (Name) (City) (State)
2. Designation of course pursued by registrant
3. For what certificate or license, if any, is he preparing?
4. Length of time already spent in course
5. How has he progressed to date?
6. On what date do you expect the registrant to complete this training?
7. Has he offers or contract of employment after completing the course? If so, specify

F. EMPLOYER'S OR SCHOOL OFFICIAL'S STIPULATION:

1. Based on the definitions given below in "Excerpts from Selective Service Regulations," I/we recommend classifying this registrant in Class **II-B**
(Classification)
2. Deferral of this registrant is recommended for **Duration of his present employment.**
(Classification)
3. Do you agree with the official recommendation of the Local Board of the registration, dismissal, failure to make progress in training, or other cause for termination of the employment of the above-named registrant?
4. The relationship **is not** that of the executive officers of this employer unit. The above relationship, if any,

G. REMARKS:

(C O P Y)

GULF OIL CORPORATION
1515 Locust Street
Philadelphia, Pa.

7-10-41

(Inquiry regarding Mr. Max Elitcher,
2225 N St., N. W.)
(Wishes to establish a charge account)

Occupation - Assistant Mechanical Engineer Length of Service - Since
Nov. 2, 1938

Position considered permanent? Yes

Approx. monthly income \$209.06 Salary x

How often paid? Semi-monthly

Does occupation require traveling? No

Do you pay expenses? No

Have you heard any complaints about manner of paying creditors?
No

Age 22 Single

Mr. Elitcher has been employed in the Bureau of
Ordinance, Navy Department, for nearly three years.
During this time there has been no indication that his
credit is other than good.

(Signed) H. M. Klee, Chief Clerk
by J. T. Birckhead

BUREAU OF ORDNANCE

Do Not Detach

Routine _____

Urgent _____

A CHIEF OF BUREAU		PRODUCTION DIVISION		RESEARCH & DEVELOPMENT	
A1	Staff Asst. Subsurface	Pr	Director	Re	Director
A2	Staff Asst. AA & Info.	Pra	Asst. Director	Rea	Asst. Director
		Prb	Asst. for Aviation	Reb	Asst. for Aviation
B	ASST. CHIEF OF BUREAU	Pr1	Planning - Progress	Re1	Administration
B1	Asst. to Asst. Chief	Pr1e	Lease-Lend Projects	Re2	Explosives
1	Chief Clerk	Pr2	Contracts - Reqs.	Re3	Ballistics
	ADMINISTRATIVE DIV.	Pr3	Machine Tools	Re4	Fire Control
Ad	Director	Pr4	Design	Re5	Guns, Mts. & Turret
Ada	Asst. Director	Pr5	Armament	Re6	Subsurface Warfare
Ad1	Plans and Policy	Pr5a	Guns		
Ad2	Civil Personnel	Pr5b	Turrets		MAINT. & SUPPLY DIV.
Ad3	Ordnance Stations	Pr5c	Mounts	Mn	Director
Ad4	Officer Personnel	Pr5d	Mach. Guns	Mna	Asst. Director
Ad5	Foreign Liaison, Public Relations & Security	Pr6	Ammunition	Mn1	Administration
Ad6	Communications & Regis. Publications	Pr7	Fire Control	Mn2	Allowances
	File Room	Pr8	Subsurface	Mn3	Repairs & Altera
		Pr8a	Torpedoes	Mn4	Material Disposi
		Pr8b	Mines		
F1	Director	Pr8c	Nets		
F11	Asst. Director	Pr8d	Degaussing		
		Pr9	Armor & Projectiles		
		Pr10	Landing Force-Targets		

REMARKS

JUL 22 1941

RECEIVED
JUL 11 1941
BUREAU OF ORDNANCE - NAVY
ENCLOSURE

<p>S-P347</p> <p>File - action completed</p> <p>Initials <u>EW</u></p>	<p>File - no action required</p> <p>Initials <u>EW</u></p>	<p>FILE THIS ROUTING SLIP WITH CORRESPONDENCE</p> <p>Initials _____</p>
--	--	---

C

P14-6(18)(C)

D

MAR 11 1941

Dm

E

F

Subject: Max Elitcher, Order No. 335.

Reference: (a) Your letter dated February 16, 1941.

G

Sir:

H

Replying to your letter, reference (a), Mr. Max Elitcher has been employed in the Bureau of Ordnance since November 2, 1938. His present rating is Assistant Engineer (Mechanical), and he is performing essential work in connection with the National Defense and his replacement, under existing conditions, would be difficult.

I

K

L

M

Very truly yours

Ma

W. H. P. BLANDY
Rear Admiral, U.S. Navy
Chief of Bureau of Ordnance

N

JS

P

EL M.
ACCUK.

Q

Mr. William E. Spicer, Chairman
Selective Service System
Local Board No. 5
232 Bond Building
14th & New York Avenue
Washington, D.C.

R

S

Sp

T

IN REPLY ADDRESS
BUREAU OF ORDNANCE, NAVY DEPARTMENT
AND REFER TO NO.

(Pr4)

NAVY DEPARTMENT
BUREAU OF ORDNANCE
WASHINGTON, D. C.

26 February, 1941.

Memorandum for


CHIEF CLERK

--3--

Subject: Max Elitcher, Order No. 335

Enclosure:
(Herewith) (a) Letter from Local Board No. 5, dated
16 February, 1941.

1. With reference to the attached letter, concerning Mr. Max Elitcher, Order No. 335, Mr. Elitcher is working on fire control equipment for vessels of the U.S. Navy. He has been employed by this Bureau since November 2, 1938. His work is satisfactory, and under existing conditions, his replacement would be difficult.


F. T. SPAULDING,
Commander, U.S. Navy.

BM

1. 1st to 10th - 1000
 2. 11th to 20th - 1000
 3. 21st to 30th - 1000
 4. 31st to 40th - 1000
 5. 41st to 50th - 1000
 6. 51st to 60th - 1000
 7. 61st to 70th - 1000
 8. 71st to 80th - 1000
 9. 81st to 90th - 1000
 10. 91st to 100th - 1000

SELECTIVE SERVICE SYSTEM

(STAMP OF LOCAL BOARD)

February 1, 1961

Re. Max Elischer
Order No. 335

Bureau of Ordnance
Navy Department
Washington, D.C.

Gentlemen:

Will you kindly advise this card whether or not
it would be difficult to replace the above named
registrant. He is employed by you as an Assistant
Engineer? Thanking you for your cooperation, we are

Very truly yours,
LOCAL BOARD

[Handwritten signature]
[Illegible text]

ENCLOSURE

*Best copy
available*

1959 JUN 12 PM 2 00

RECEIVED

JUN 13 1959

ENG, P16/1847
JUN 13 1959

Eno/p16

Wm

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

REINSTATEMENT
TRANSFER
CHANGE IN STATUS

CERTIFICATE NO.

1-40406

57:57

THE SECRETARY OF THE NAVY

WASHINGTON, D. C.

JANUARY 3, 1914
(Date)

Sir:

In response to your request of DECEMBER 30, 1913

the CHANGE IN STATUS is hereby authorized of:
(Reinstatement, transfer or change in status)

MAX ELITCHER

(Name)

NEW YORK

(Residence)

TO

NAVY

(Department)

BUREAU OF ORDNANCE

(Bureau or Office)

ASSISTANT ENGINEER (MECHANICAL)

(Position, Grade and Salary)

\$2600 PER ANNUM, P-2

WASHINGTON, D. C.

(City in which to be Employed)

Remarks or conditions:—

MR. ELITCHER HAS BEEN RATED ELIGIBLE ON FORM 375.

Note:—Report on certificates of reinstatement and transfer should be made within thirty days.

Note:—Payment of the compensation proposed is subject to applicable statutes, Executive orders, and decisions of the Comptroller General.

Very respectfully,

L. A. Moyer

L. A. MOYER,
Executive Director
and Chief Examiner.

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

SR:DLN:NFL

June 6, 1939

The Honorable

The Secretary of the Navy

Sir:

Receipt is acknowledged of ~~intimate~~ evidence
relative to the date of birth of Max Elitcher
~~employment~~ probationally appointed as mechanical engineer
in the Bureau of Ordnance, Washington, D. C.,
who furnishes a photostatic copy of birth certificate, Department
of Health, City of New York,
showing that September 1, 1918 is the correct date of birth.
This date agrees with that given in examination papers.
Notation accordingly is being made on the records of this office.

By direction of the Commission:

Very respectfully,

June 8, 1939.
To Chief of the Bureau of Ordnance,
Navy Department.

For notation of record and file.

L. A. Moyer
L. A. MOYER,
Executive Director and Chief-Examiner.

UNITED STATES CIVIL SERVICE COMMISSION

CERTIFICATE OF MEDICAL EXAMINATION UNDER EXECUTIVE ORDER, SEPT. 4, 1924

(APPLICANT MUST FILL IN DOTTED LINES BELOW TO HEAVY LINE)

HAX ELITCHER

(Name)

1571 LEXINGTON AVE.

(Post-office address)

M

(Sex)

9/1/18

(Date of birth)

What examination did you take? JUNIOR ENGINEERIn what Department and Bureau are you to be employed? BUREAU OF NAVAL CROONINGIn what City or Town are you to be employed? WASHINGTON, D.C.

(PHYSICIAN SHOULD FILL IN THE FOLLOWING)

5 1/4 inches. 145 pounds. 135 pounds.
(Height, without shoes) (Weight, in clothing) (Weight, without clothing)

Males, without clothing; females, clothed but without wrap or hat.

Items checked (✓) were examined and found normal. Deviations from normal are noted. (See instructions on back of sheet)

1. Eyes: Distant vision: Without glasses: Right: 20 Left: 20 With glasses if worn: Right: 20 Left: 20
(Near vision must be reported; use space provided on back of this form.)Evidence of disease or injury: Right LeftColor vision DefectiveMethod of testing color vision Standard Test2. Ears: (Consider denominators indicated here as normal. Record as numerators the actual distance heard.) Ordinary conversation: Right ear—20 ft. Left ear—20 ft.Evidence of disease or injury: Right ear Left ear

3. Nose

4. Mouth

5. Throat

AcceptC.J.

6. Thyroid (especially in women)

U.S.C.S.C.

7. Heart

10-25-38

If organic heart disease is

present, is it fully compensated? ✓

History of tuberculosis

Has it been arrested for 1 year? ✓

9. Hernia

(Name variety: inguinal, ventral, femoral, etc.)

If present, is it supported by

a well-fitting truss? ✓

10. Varicose veins

(If "Yes," state location and degree)

Varicose

(None, slight, moderate, severe)

11. Feet: Is flat foot present?

Degree of impairment of function

(None, slight, moderate, severe)

12. Deformities, atrophies, and other abnormalities, diseases, or defects not included above

13. Scars of serious injury or disease

14. Nervous system (give symptoms and history)

15. Urinalysis (see over)

Venereal disease

16. Has applicant ever received pension, compensation, allowance, retired pay, or training because of disability received while in military or naval service? ✓ If "Yes," describe disability and state whether present now17. In my opinion, applicant is capable of performing duties involving Active physical exertion.

(Arduous, moderate, or light)

U.S. Civil Service Commission
(Place of examination)The examining
physician
must be in
the Federal
service

(Name of examining physician)

M. D.

(Date of examination)

(Title, and branch of Federal medical service)

*For males, to be taken only upon special written request of the official ordering examination.

This report is to be returned to the official of the U. S. Civil Service Commission requesting the examination

The aim of the Executive Order of Sept. 4, 1921, and of this examination thereunder is to obtain information as to physical condition of appointees to the classified civil service with a view to promoting efficiency and minimizing and claims under United States employees' compensation laws.

NOTES FOR EXAMINING PHYSICIAN

WEIGHT.—Male, without clothing, and also in ordinary clothing without overcoat or hat (weigh twice); female clothed, but without wrap or hat. If overweight, state whether due to bone and muscle or to fat.

HEIGHT.—Without boots or shoes; observe that no appliances are used to increase.

The examination should include the following observations, as to—

1. EYES.—Ptosis; discharge; corneal scar; pterygium. In recording distant vision consider 20 feet as normal; report all vision as a fraction with 20 feet as numerator and the smallest type read at 20 feet as denominator. If glasses are used, record for each eye the finding with and without glasses.*

2. EARS.—Evidence of middle ear or mastoid disease; condition of drums; discharge. In recording hearing, record feet as normal distance for conversational voice and record deviation from normal as fraction with 20 as denominator; actual distance as numerator.

3. NOSE.—Ability to blow through each nostril. If free, a speculum examination would not be indicated.

4. MOUTH.—Missing teeth, pyorrhea.

5. THROAT.—Tonsils, hypertrophy or disease.

6. THYROID.—Presence of tumor in neck and tremor, exophthalmos; nervous high-strung disposition, especially women.

7. HEART.—Murmurs. State whether functional or organic. If valvular disease exists, state whether or not fully compensated.

8. LUNGS.—It is necessary that the auscultatory cough be used. Tuberculosis; if present, state whether active, arrested, and if arrested your opinion as to how long it has been quiescent. Sputum to be examined for tubercle bacilli in all suspected cases.

9. HERNIA.—Give details as to size, location, etc., and whether well-fitting truss is worn. An inguinal hernia exists when ring is enlarged and impulse is felt on coughing.

10. FEET.—Flat foot of such a nature as to incapacitate or become aggravated by work or be alleged later to have been caused by accident or occupation. By "flat foot," as used in this form, is meant a weak foot with impaired function, the foot being equivalent to "fallen or misplaced arch," an abnormal condition. Impairment of function is the point to be noted. An anatomically flat foot, but strong, is not disqualifying.

11 and 12. Scars, deformities, atrophies, and paralyses should be noted, but it is not important that small, insignificant scars or blemishes which might be referred to as marks of identification be recorded.

13. This entry should include symptoms and full history of any mental or nervous abnormality.

14. Urinalysis to be made and blood pressure to be taken in the cases of persons over 40, and in all cases where atherosclerosis, nephritis, or diabetes is suspected.

Record, if taken—Urinalysis—sp. gr. Albumen Sugar Casts

Blood pressure: Mm. Hg. systolic Mm. Hg. diastolic

If tachycardia is present, give pulse rate: Sitting Immediately after exercise Two minutes after exercise Cardiac reserve

(Good, fair, or poor)

I have found this applicant abnormal under the following headings:

REMARKS:

(Signature of applicant)

(This space to be filled in (as a matter of identification) by the applicant in handwriting, and in ink, in the presence of the physician)

John A. D. Jones, M.D.
Physician and Examiner

IMPORTANT

(Title and branch of Federal medical service)

Full time? Part time? Is paid?

Without glasses, R. 20 in. to 25 in. With glasses, if used, R. 20 in. to 25 in.

L. 20 in. to 25 in.

L. 20 in. to 25 in.

*Near vision.

What is the longest and the shortest distance at which the paragraph below can be read by applicant: Test each eye separately.

With the view of promoting health and efficiency and of minimizing accidents among Federal employees, the heads of the several executive departments and independent establishments have agreed to have a medical examination made of each applicant for and employee in the Federal classified service as may be requested by the Civil Service Commission and its authorized representative. This order will implement the Executive orders of May 29 and June 12, 1921 (Executive order, September 4, 1921).

To be appointed in—

Department

Bureau

Title of position

Number of certificate upon which applicant's name appears

SLIPCHORD No. 1
 1-1058
 1-1058
 1-1058

ENTERED ON DUTY	November 2, 1938
KIND OF APPOINTMENT	Permanent
CHANGE OF APPOINTMENT	
ACCUMULATED	29 DAYS 0 HRS. 35 MIN
EFF. 6-24-42 Assoc. Engr. (Ord.) P-3	

ANNUAL								
FROM		TO		PREVIOUS TOTAL	ACCRUED	CODE	LEAVE TAKEN	TOTAL AVAILABLE
DATE	TIME	DATE	TIME	D M S	D M S		D M S	D M S
JAN 1	8.00	JAN 31	2.00	29 2 35	26	CR V I	3 2 00	52 2 35
JAN 28	8.00	AUG 4	3.45	53 2 35			7 2 00	46 2 35
SEP 3	8.00	SEP 3	8.45	46 2 35			2 45	45 2 50
SEP 4	8.00	SEP 4	3.30	45 2 50			1 2 00	44 2 50
OCT 21	8.00	OCT 21	8.15	44 2 50			2 15	44 2 35
NOV 18	8.00	NOV 18	8.15	44 2 35			2 15	44 2 20
JAN 1	8.00	JAN 1	8.45	44 2 20			2 45	70 2 35
JAN 12	1.30	JAN 12	4.30	70 2 35			2 00	70 2 35
JAN 14	8.00	JAN 14	7.45	70 2 35			2 2 00	68 2 35
APR 22	2.30	APR 22	1.30	68 2 35			1 00	67 2 35
MAY 4	0.15	MAY 4	0.45	68 2 35			2 30	65 2 05
MAY 9	8.00	MAY 9	4.30	65 2 05			2 2 00	63 2 05
MAY 15	3.15	MAY 15	3.20	63 2 05			1 15	62 2 05
JUN 5	3.00	JUN 5	4.30	65 1 50			07 1 30	65 1 20
AUG 6	1.45	AUG 6	2.45	65 1 20			137 1 00	65 1 20
AUG 9	8.00	AUG 16	4.30	65 1 20			08 1 30	58 2 50
AUG 26	10.15	AUG 26	1.45	58 2 50			08 2 45	58 2 05
SEP 11	2.30	SEP 11	1.15	58 2 05			07 2 15	58 2 50
NOV 15	8.00	NOV 15	8.15	58 2 05			14 2 15	58 2 35
DEC 11	8.00	DEC 11	8.15	58 2 50				

REAR...

NAME

UNLIQUIDATED TO

ACCUMULATED TO 70-2-30 12-31-43

SICK

FROM		TO		PREVIOUS TOTAL	ACCUMULATED	CODE	LEAVE TAKEN	TOTAL AVAILABLE
DATE	TIME	DATE	TIME	D M M	D M M		D M M	D M M
APR 25	000	APR 26	12.00	70200	5		100	74600
MAY 5	000	MAY 5	1.00	74600	1200		100	75200
ULC		ULC		75100	9600			84700
								8723
LEAVE WITHOUT PAY OR FURLOUGH								TOTAL AMOUNT
MILITARY LEAVE								1
COURT LEAVE								

ENTERED ON DUTY November 7, 1944

KIND OF APPOINTMENT Permanent

CHANGE OF APPOINTMENT

ACCUMULATED 56 DAYS, 2 HRS. 15 MIN.

STATION 1-1-44
ACCT. NO. 1-1-44
FROM. REF. 1-1-44

ANNUAL

1944

FROM		TO		PREVIOUS TOTAL	ACCRUED	CODE	LEAVE TAKEN	TOTAL AVAILABLE
DATE	TIME	DATE	TIME	D H M	D H M		D H M	D H M
JAN 13	3.30	JAN 13	4.30	58 2 00	2	1	1 00	60 2 00
JAN 14	8.00	JAN 15	4.30	60 2 00			2 2 00	58 2 00
JAN 24	3.45	JAN 24	4.30	58 2 00			1 00	58 2 00
FEB 19	2.30	FEB 19	4.30	58 1 00	2 1 00	1	2 00	59 2 00
MAR 2	3.30	MAR 7	4.30	59 1 00	2 1 00	1	1 00	62 2 00
APR 1	2.30	APR 1	4.30	62 2 00	2		2 00	64 2 00
JUL 27	3.30	JUL 31	4.30	64	6 4 00	13	3 1 00	67 2 00
AUG 19	10.48	AUG 19	1.45	67 2 00			1 00	69 2 00
AUG 26	6.00	SEP 2	4.30	69 2 00	2 1 00	5	7 2 00	64 2 00
SEP 19	6.00	SEP 19	4.30	64 2 00			1 2 00	63 2 00
OCT 31		OCT 31		62 2 00			1 00	61 2 00
NOV 17							2 1 00	63 2 00
DEC 2							1 00	62 2 00
DEC 30	12.00	DEC 30	1.00	67 1 00			1 00	67 1 00
								8
								536
								54

VISICORD COPYRIGHT, 1944 BY VISIBLE INDEX CORP.

LEAVE RECORD - STYLE A

U.S. PATENT NO. 1,870,555 A
FORM 10-7510-23

Julius Rosenberg Et AL.

Referral
Civil Service
Commission

No. 13

APPEAL ADDRESS:
 MR. DONALD J. BIGLIN
 ASSISTANT EXECUTIVE DIRECTOR OF
 FREEDOM OF INFORMATION AND PRIVACY REFERRAL
 UNITED STATES CIVIL SERVICE COMMISSION
 1900 E STREET, N.W.
 WASHINGTON, D.C. 20415

Reviewed by: 29/ORD

AGENCY U.S. CIVIL SERVICE COMMISSION

PACKET #13

No. of Pages
 Actual Released

Subject and File Number	Serial	Date	Document Description	No. of Pages Actual Released	No. of Pages Actual Released
BROTHMAN, ABRAHAM		REC'D	PHOTOSTATS OF CIVIL SERVICE		
1 NY 100-96341	1A3	9/5/52	PERSONNEL FILE	35	35
2 POWELL, SARAH (HQ)			042- INTERNAL MEMO		
121-6194	17	6/17/66	W/ CSC FORM LRB 4	1/1	1/1
3 POWELL, SARAH (HQ)					
121-6194	18	3/17/66	CSC FORM	1	1
4 POWELL, SARAH (HQ)					
121-6194	N/R	4/19/67	CSC FORM IN374	1	1
5 POWELL, SARAH (HQ)			NY REPORT TO HQ W/ LHM	15/19	15/19
121-6194	24	7/5/66	ENCLOSURE & FORMS	8	8
6	...				
7					
8					
9					
10					
11					
12					

Date Received... 9/5/52...
From ... Civil Service Commission...
... CHAS. T. PARKER and ... WASHINGTON STG, NYC
(name & address of contributor)

By-Name of SA ... JOHN M. COLLINS
To Be Returned... Yes () No (☒)
File Number ... 100-96341... - 1A3
Description:

Photostats of personnel file of Miriam Moskowitz

12/8

100-96341-1A3

UNITED STATES CIVIL SERVICE COMMISSION
SECOND CIVIL SERVICE DISTRICT
OFFICE OF THE MANAGER
HEADQUARTERS: FEDERAL BUILDING
CHRISTOPHER STREET, NEW YORK, N.Y.

Take to the examination room, pen, ink, pencil, and eraser (but no paper). Applicants for the typewriting, bookkeeping, drafting, or other examination requiring the use of machines or implements, must furnish such machines or implements for use during the examination. Typewriter machines and tables sent to the examination room must be labeled with the applicants' names and addresses.

Admission to examination is subject to the approval of your application. Your application will be examined, and in case of disapproval you will be notified.

DISTRICT MANAGER.

To the Examiner: This card and report of examination on Form 1492 must be returned to the District Manager after the examination. Arrange the cards alphabetically according to the names of the competitors.

I certify that the attached photograph appears to be a correct likeness of the applicant.

I certify that the attached photograph appears to be a correct likeness of the appointee. (This certificate to be signed by appointing officer at time of appointment.)

Signature

Official title of nominating officer

U. S. GOVERNMENT PRINTING OFFICE

16-247

Unless you attach securely an unmounted photograph of yourself (taken within two years) within this space and present this card to the examiner, you will not be examined. Proofs or group photographs will not be accepted.



Above photograph taken May 16 1939 (Date)

(The blanks below must be filled out in the examination room.)

Examination number

39456

Applicant's signature

Minami Mackenzie

Tables are furnished by Commission

FIELD SERVICE—ADMISSION CARD

Form 102
2-10-39

UNITED STATES CIVIL SERVICE COMMISSION

STENOGRAPHER-TYPIST

(Kind of examination)

Room 1034

Federal Building

Christopher & Washington Sts.

New York, N. Y.

(Place of examination)



CHIEF OF BUREAU, NEW YORK, N. Y.

PENALTY FOR PRIVATE USE TO AVOID
PAYMENT OF POSTAGE, \$3.00

ASK YOUR POSTMASTER

IMPORTANT
ADMISSION CARD

MAY 25 1939

(Date of examination)

Miriam Moskowitz

Report at 8:30 a. m., unless otherwise
directed above.

Examination room in New York City
is located at corner of Christopher and
Washington Streets; in other cities report
to post office unless directed otherwise.

16-437

8 W 83rd St

N. Y. C.

January 1923

Preliminary and Declaration Sheet

UNITED STATES CIVIL SERVICE COMMISSION

FIELD SERVICE—[SENIOR STENOGRAPHER SENIOR TYPIST]
[JUNIOR STENOGRAPHER JUNIOR TYPIST] EXAMINATION

Competitor must fill these blanks

Place of Examination *New York, N.Y.* Date *May 25, 1922* Examination No. *39456*
Name of Typewriting Machine Used *Royal* System of Stenography Written *Shorthand*

TO THE EXAMINER.—At the close of the examination arrange and seal these sheets in the declaration envelope.

READ CAREFULLY THE INSTRUCTIONS BELOW

The time allowances for the different tests are as follows: Copying from plain copy, 10 minutes; copying from rough draft, 20 minutes; sample sheet, 10 minutes; general test, 1 hour and 15 minutes; junior stenography, 10 minutes for studying notes, 20 minutes for transcription of one exercise; senior stenography, 10 minutes for studying notes, 20 minutes for transcription of one exercise.

One sheet of scratch paper will be furnished for preliminary typing practice. It will be collected by the examiner.

1. Fill out the blanks at the top of this sheet and all other sheets as they are issued to you. Read the instructions in the top of each sheet. Perform all work on these sheets on a typewriter or in ink. Spoiled sheets will not be exchanged for new ones. See that you receive the subjects mentioned below in their regular order.

2. Your time on each test is reckoned from the starting signal given by the examiner. No allowance is made for time lost while out of the room. Do not leave the room without the permission of the examiner. Should you leave the room (unless accompanied by an examiner) while working on a sheet, it will be taken up and not returned to you.

3. Examiners are forbidden to explain the meaning of, or to make

remarks regarding, a question in such a way as to assist in its solution.

4. You are forbidden to communicate with, give aid to, or receive aid from a fellow competitor, or to use hints in any form. Before the examination, hand to the examiner any helps that you may have. Evidence of copying or collusion may result in the cancellation of your papers and your disqualification from future examinations. Exchange of papers or notes or attempt to exchange such or conversation with any other competitor during the examination, will be considered as evidence of collusion. Copies of the questions or notes of any kind are not to be made or taken from the examination room.

COMPETITOR MUST FILL THESE BLANKS

Question 1. (a) Were you ever in the U. S. Military or Naval Service? *no* (b) Were you honorably discharged? *no* (c) Are you now disabled? *no* (d) Have you existing service-connected disability? *no* (e) If you are over 30 years of age, are you because of disability, whether service-connected or not, entitled to pension or compensation under existing laws? *no* (f) Are you the widow of an honorably discharged soldier, sailor, or marine? *no* (g) Are you the wife of an injured soldier, sailor, or marine who is not qualified for appointment because of an existing service-connected disability? *no* (h) Are you the wife of an honorably discharged veteran over 30 years of age who, because of disability, whether service-connected or not, is entitled to pension or compensation under existing laws, and is physically disqualified for appointment? *no*

N. B.—Sign your name exactly the same as you signed it on the application.
(If female, prefix "Miss" or "Mrs.")

Name *Miss Minnie Maskert*
Post-office address *8 West 83 St*
New York N.Y.

DO NOT FILL THE BLANKS BELOW

SUBJECTS	Ineligible ratings (See footnote)	Averages	Ref. wts.	Products of averages multiplied by weights			
				Junior Typist	Senior Typist	Junior Stenographer	Senior Stenographer
1. Copying from plain copy.....	(b) <input type="checkbox"/> Speed..... <input type="checkbox"/> Accuracy..... <input type="checkbox"/> Average.....	89.70	3	269.10			
2. Copying from rough draft.....	(c).....	82	3	246			
3. General test.....	(a).....	91	4	364			
TOTAL.....			10	879.10			
Average percentage as Typist.....			1	87.91	81.87		
4. Stenography { Junior.....	(b).....	60-	1				
{ Senior.....	(h).....		1				
TOTAL.....			2				
AVERAGE PERCENTAGE.....							
PREFERENCE ALLOWED (5 points added).....							
<input type="checkbox"/> DISABILITY, <input type="checkbox"/> WIDOW, OR <input type="checkbox"/> WIFE PREFERENCE ALLOWED (10 points added).....							

REQUIREMENTS FOR ELIGIBILITY

In the entire Stenographer examination and in the entire Typist examination all competitors must attain average percentages of at least 70.

Junior Typist.—(a) In the general test, nonpreference competitors must attain ratings of at least 70; competitors granted military preference, ratings of at least 65, excluding preference credit; and competitors granted disability preference, ratings of at least 60, excluding preference credit. (b) In the subject of copying from plain copy, nonpreference competitors must attain ratings of at least 80 in speed and 60 in accuracy, and a weighted average of 70 in speed and accuracy; competitors granted military preference, ratings of at least 55 in speed and 55 in accuracy, and a weighted average of 65 in speed and accuracy, excluding preference credit; and competitors granted disability preference, ratings of at least 50 in speed and 50 in accuracy, and a weighted average of 60 in speed and accuracy, excluding preference credit. (c) In the subject of copying from rough draft, nonpreference competitors must attain ratings of at least 70; competitors granted military preference, ratings of at least 65, excluding preference credit; and competitors granted disability preference, ratings of at least 60, excluding preference credit.

Senior Typist.—Competitors must meet the minimum standards required of Junior Typist in the separate subjects of the examination and, in addition, must attain in the entire Typist examination, as rated for Senior, average percentages of at least 70, including military preference credit, if any.

Junior and Senior Stenographer.—(a) The subject of junior stenography will not be rated unless the competitor qualifies as Junior Typist. Competitors will not be rated eligible as Senior Stenographer unless they qualify as Senior Typist. (b) In the subject of stenography, at the required rate of speed, nonpreference competitors must attain ratings of at least 70; competitors granted military preference, ratings of at least 65, excluding preference credit; and competitors granted disability preference, ratings of at least 60, excluding preference credit.

N. B.—Do not fail to answer questions on back of this sheet after all other sheets have been completed. Print your name and address on the lines provided at the foot of page 3 of this folder.

The questions on this sheet must be fully and specifically answered immediately upon completion of the work on the examination tests.

Any false statement will be sufficient cause for the cancellation of examination papers, or for removal from the service in the event of appointment.

IMPORTANT— Each competitor must answer ALL the questions below.

It is possible to have your name placed on two or more registers, if you qualify for them, as a result of this combined examination. Since a name near the top of the register of eligibles for a lower paid position may be very low on the register of eligibles for a higher paid position, refusal of a lower position may result in considerable delay before appointment. Hence, it is desirable to indicate all the positions which you would accept if they were offered to you.

If you accept a lower position (such as Junior Typist), your name will still be retained on the higher registers for which you have qualified.

Will you accept a position in Washington, D. C., for:

Senior Stenographer at \$1,600—

Permanent? *yes* (Yes or no) Temporary? *yes* (Yes or no)

Junior Stenographer at \$1,400—

Permanent? *yes* (Yes or no) Temporary? *yes* (Yes or no)

Senior Typist at \$1,400—

Permanent? *yes* (Yes or no) Temporary? *no* (Yes or no)

Junior Typist at \$1,200—

Permanent? *yes* (Yes or no) Temporary? *no* (Yes or no)

Will you accept a position in the State in which you reside for:

Senior Stenographer at \$1,600—

Permanent? *yes* (Yes or no) Temporary? *yes* (Yes or no)

Junior Stenographer at \$1,400—

Permanent? *yes* (Yes or no) Temporary? *yes* (Yes or no)

Senior Typist at \$1,400—

Permanent? *yes* (Yes or no) Temporary? *yes* (Yes or no)

Junior Typist at \$1,200—

Permanent? *yes* (Yes or no) Temporary? *no* (Yes or no)

Will you accept a position anywhere in the civil service district in which you reside for:

Senior Stenographer at \$1,600—

Permanent? *yes* (Yes or no) Temporary? *yes* (Yes or no)

Junior Stenographer at \$1,400—

Permanent? *yes* (Yes or no) Temporary? *yes* (Yes or no)

Senior Typist at \$1,400—

Permanent? *yes* (Yes or no) Temporary? *yes* (Yes or no)

Junior Typist at \$1,200—

Permanent? *yes* (Yes or no) Temporary? *yes* (Yes or no)

Will you accept a temporary appointment in the city in which you reside for:

Senior Stenographer at \$1,600—

Permanent? *yes* (Yes or no) Temporary? *yes* (Yes or no)

Junior Stenographer at \$1,400—

Permanent? *yes* (Yes or no) Temporary? *yes* (Yes or no)

Senior Typist at \$1,400—

Permanent? *yes* (Yes or no) Temporary? *yes* (Yes or no)

Junior Typist at \$1,200—

Permanent? *yes* (Yes or no) Temporary? *yes* (Yes or no)

A temporary appointment is authorized for a limited period, not exceeding three months, but may be terminated at any time or extended up to, but ordinarily not exceeding, six months in one department. At the end of one temporary appointment a person may be restored to the register, if still eligible, and may be considered for similar employment again, if reached. Acceptance of temporary appointment does not affect favorably or otherwise an eligible's prospects for certification for permanent appointment.

COMPETITOR MUST ALSO ANSWER ALL THE FOLLOWING QUESTIONS

- When will you be ready to accept permanent appointment, if offered? *immediately*
Temporary appointment? *immediately*
- If now employed, state salary *\$10.40*, position *clerk*
and by whom employed *South Training Corp 119 W 25 St New York*
- What experience have you had as stenographer or typist? *Apr 35 - Apr '36 - Dot. Munt. Hlth. Q. R. 7 1819, Bu. 7, N.Y.C. Apr '36 - Aug '36 - Albany & Co. 11 569-10 av N.Y.C.; South Training Corp 119 W 25 St N.Y.C. 3 mos*
- State any experience you may have had with adding or computing machines or with any other mechanical devices for the performance of clerical work, giving the make of such devices. *Remington & Co. adding machines*
all 3 pairs above, also Todd Checkwriters, Minneapolis
- If you speak any foreign languages, name them *German & French*
and give the extent of your experience as translator in each *one yr. college German;*
two years High School & 2 yrs. College French.
- Have you submitted your photograph to the examiner? *yes*
- When and where were you born?
(Month) *6* (Day) *10* (Year) *1916* (City & town) *Bayside* (County) *Hudson* (State) *N.Y.*
- What is your sex? *female* Your age? *22* Your height without shoes? *5* ft.
(Male or female) *5 1/2 or 6* in. Your weight *132* lb. The color of your eyes? *brown* The color of your hair? *light brown*

NOTE.—When this sheet is handed to the examiner, he should observe the competitor carefully for the purpose of certifying the apparent correctness of the answer to the question regarding identification (No. 6), and should place his initials on the line below.

(Initials of examiner)

I HEREBY CERTIFY, upon my honor, that the answers to the foregoing questions are true, to the best of my knowledge and belief; that I did not copy from the papers of any competitor or receive any aid whatever from any competitor, or in any other manner during the examination; that I did not permit any other competitor to look over or copy from my papers; and that I did not render any aid whatever to any competitor during the examination.

Field (Stenographer,
Typist)

U. S. GOVERNMENT PRINTING OFFICE 1211351

(Sign your name)

Miriam Mackay

February 1933
May 1933

Supplemental Sheet

UNITED STATES CIVIL SERVICE COMMISSION

SENIOR STENOGRAPHER

SENIOR TYPIST

JUNIOR STENOGRAPHER

JUNIOR TYPIST

EXAMINATION

Examination No.

39456

SUPPLEMENTARY EXPERIENCE STATEMENT

State what experience you have had in operating the following types of office machines, giving the make and model number of each machine, the name of the person or firm in whose office you used the machine, and the approximate amount of your experience in operating the machine.

Machine	Make	Model No.	Employer	Amount of Experience (Years and months)
Posting and statement machines.				
Bookkeeping and accounting machines (numerical keyboard only).				
Bookkeeping and accounting machines (alphabetical and numerical keyboard).				
Billing machines.				

Machine	Make	Model No.	Employer	Amount of experience (Years and months)
Typewriter				
Duplicating machine				
Dictating machine	Ediphone or Dictaphone	?	Class conducted by the Ediphone Dictaphone Company	3 months
Stencil-cutting machines and Micrograph	A B Dick	1938 Model don't know number	Some Leasing Corp.	one year
Addressing machines				
Calculating machines	Burroughs Adding Machine	?	Some Leasing Corp.	3 years
Card-punch, sorting, and tabulating machines				
Other office machines	Fosb Checkwriter	?	Some Leasing Corp.	3 years

UNITED STATES CIVIL SERVICE COMMISSION

Sheet 1

(Continued)

SENIOR STENOGRAPHER SENIOR TYPIST
JUNIOR STENOGRAPHER JUNIOR TYPIST EXAMINATION

Place of examination New York New York Examination No. 50456
(City or town) (State)
Date May 25, 1939 Time commenced 9:51 Time finished 10:01

FIRST SUBJECT—COPYING FROM PLAIN COPY

If you claim preference because of U. S. military or naval service of yourself or your husband, make an X in the box before the kind which you claim:

☐ Veteran; ☐ Disabled veteran; ☐ Disabled veteran's wife; ☐ Veteran's widow

EXAMINER	85
SCORE	92.1
TOTAL	
AVERAGE	89.7

BEGIN TYPING TWO SPACES BELOW THIS LINE.

The need for protection against fire hazards has been forcibly impressed upon mankind by a long experience of destruction and loss. A list of places that have suffered disastrous fires would include most of the principal cities of the world. In the early days, certain American colonies took fire hazards into account when planning their towns. As the pioneer line moved westward, however, urban centers were often planned with less care, and many cities went through disastrous fires before establishing regulations controlling building construction and fire protection.

Destructive fires in the United States in the last hundred years have caused losses of property and life possibly exceeding those of any similar period in the history of the world. The property loss resulting from forest fires, many of which have destroyed entire communities, has at times equaled that from some of the more severe city fires. More recently burning oil wells and storage tanks in city areas and fires involving burning oil on harbor waters have caused heavy losses. A study of the chief causes of fire indicates that at least half of the property loss is from fires which might be prevented by the application of a reasonable degree of care and knowledge.

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UNITED STATES CIVIL SERVICE COMMISSION

SENIOR STENOGRAPHER
JUNIOR STENOGRAPHERSENIOR TYPIST
JUNIOR TYPIST

EXAMINATION

FIRST SUBJECT—COPYING FROM PLAIN COPY

DIRECTIONS TO THE COMPETITOR

Typewrite the following exercise on the accompanying Sheet 1 (continued). *Space, paragraph, spell, punctuate, and capitalize* precisely as in the exercise. You will have 10 minutes in which to make repeated copies of this exercise, keeping in mind that two separate ratings will be given, one on accuracy and one on speed. Use both sides of Sheet 1 (continued). Each time you complete the exercise, simply double space once and begin again. Keep on typing until told to stop.

The rating on copying from plain copy will be based upon both *accuracy* and the *amount typed*. Make no erasures, insertions, or other corrections in this plain-copy test. Errors are penalized whether or not they are erased or otherwise "corrected."

The need for protection against fire hazards has been forcibly impressed upon mankind by a long experience of destruction and loss. A list of places that have suffered disastrous fires would include most of the principal cities of the world. In the early days, certain American colonies took fire hazards into account when planning their towns. As the pioneer line moved westward, however, urban centers were often planned with less care, and many cities went through disastrous fires before establishing regulations controlling building construction and fire protection.

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EACH TIME YOU REACH THIS POINT, DOUBLE SPACE AND BEGIN AGAIN

UNITED STATES CIVIL SERVICE COMMISSION

SENIOR STENOGRAPHER SENIOR TYPIST
JUNIOR STENOGRAPHER JUNIOR TYPIST EXAMINATION

SECOND SUBJECT—COPYING FROM ROUGH DRAFT

DIRECTIONS TO THE COMPETITOR

Typewrite, on Sheet 2 (continued), a corrected copy of the exercise given below. Make all insertions, omissions, substitutions, and transpositions which are indicated by the handwritten corrections, but do not make any additional changes, even in punctuation. The corrections, the paragraphing, the capitalization, the spelling, and the punctuation in this exercise indicate exactly how it is to be typed.

Your copy of the exercise is to be single-spaced, except where other spacing is used in the typewritten part of this printed test.

Space and set the columns of the tabulation as in this test.

Write numbers as they are given in the exercise; if they are expressed as words, "twenty-four" for example, type them as words, twenty-four; if they are expressed in figures, "26" for example, type them as figures 26.

If you discover errors in your work you may correct them by erasing or otherwise, but in the rating a charge will be made for the correction. However, the charge for erasures is less than for errors left uncorrected.

Twenty minutes will be allowed for the work on this sheet. No additional credit will be given if the work is finished in less time. The rating on this subject will be on accuracy only, unless you fail to complete the exercise.

It is advisable to read the entire exercise before you begin to typewrite it.

yet even reached the voting

some of

most frequently

Today one-fifth of all crimes committed in America are the work of persons who have not ~~reached~~ age. This means that the worst outlaws, murderers, and machine-gun desperadoes are ~~not~~

crime reports of the

little beyond childhood.

A study of the Federal Bureau of Investigation reveals that ~~most~~ youths are charged with offenses such as burglary, larceny, and auto theft. The tabulation below gives, in the first column, the persons ~~charged~~ charged with certain offenses, and in the second, the numbers of minors charged with these offenses for the twelve-month period

ending December 31, 1937

total numbers of

against property, particularly robbery,

Criminal homicide

Major offenses:	Total	Minors
Against property:		
Auto theft.....	13,274	6,872
Arson.....	839	121
Against person:	6,945	902
Less serious infractions:		
Disorderly conduct.....	23,073	3,305
Traffic violations:		
Road laws.....	6,647	704
Other traffic laws.....	4,043	1,196
Totals.....	54,826	13,100

predominance of youthful persons

during 1937

The ~~large proportion of young people~~ among those charged with offenses against property is further indicated by the fact that there were 146,305 persons of all ages arrested for crimes against property and that 45,303, or ~~about one-third~~ had not reached their majority. These figures point clearly ~~that~~ ~~crime prevention program is needed among the young people~~ of our country.

31.0 percent of them

to a need for more careful training of the youths

UNITED STATES CIVIL SERVICE COMMISSION

Sheet 2

(Continued)

SENIOR STENOGRAPHER
JUNIOR STENOGRAPHERSENIOR TYPIST
JUNIOR TYPIST

EXAMINATION

Place of examination New York

New York

Examination No. 39456

Date May 25th, 1939

(City or town)

(State)

Time commenced 10:10

Time finished 10:30

SECOND SUBJECT—COPYING FROM ROUGH DRAFT

RATING

If you claim preference because of U. S. military or naval service of yourself or your husband, make an X in the box before the kind which you claim:

☐ Veteran; ☐ Disabled veteran; ☐ Disabled veteran's wife; ☐ Veteran's widow

See directions on the reverse side of this sheet

BEGIN TYPING TWO SPACES BELOW THIS LINE.

Today one-fifth of all crimes committed in America are the work of persons who have not yet even reached the voting age. This means that some of the worst outlaws, murderers, and machine-gun desperadoes are little beyond childhood.

A study of the crime reports of the Federal Bureau of Investigation reveals that youths are most frequently charged with offenses against property, particularly robbery, burglary, larceny, and auto-theft. The tabulation below gives, in the first column, the total numbers of persons charged with certain offenses, and in the second, the numbers of minors charged with these offenses for the twelve-month period ending December 31, 1937.

	Total	Minors
Major offenses:		
Against property:		
Auto theft.....	13,274	6,872
Arson.....	539	121
Against person:		
Criminal homicide.....	6,945	902
Less serious infractions:		
Disorderly conduct.....	23,073	3,305
Traffic violations:		
Road laws.....	4,048	704
Other traffic laws.....	6,647	1,196
Totals.....	54,626	13,100

The predominance of youthful persons among those charged with offenses against property is further indicated by the fact that during 1937 there were 146,305 persons of all ages arrested for crimes against property and that 45,303, or 31.0 percent, of had not reached their majority. These figures point clearly to a need for more careful training of the youths of our country.

DIRECTIONS TO THE COMPETITOR—READ CAREFULLY

The following paragraphs of directions will appear on Sheet 2, which contains the exercise for the subject, Copying from Rough Draft:

"Typewrite on Sheet 2 (continued) a corrected copy of the exercise given below. Make all insertions, omissions, substitutions, and transpositions which are indicated by the handwritten corrections, but do not make any additional changes, even in punctuation. *The corrections, the paragraphing, the capitalization, the spelling, and the punctuation in this exercise indicate exactly how it is to be typed.*

"Your copy of the exercise is to be single spaced, except where other spacing is used in the typewritten part of this printed test.

"Space and set the columns of the tabulation as in this test.

"Write numbers as they are given in the exercise; if they are expressed as words, 'twenty-four' for example, type them as words, *twenty-four*; if they are expressed in figures, '26' for example, type them as figures, *26*.

"If you discover errors in your work you may correct them by erasing or otherwise, but in the rating a charge will be made for the correction. However, the charge for erasures is less than for errors left uncorrected.

"Twenty minutes will be allowed for the work on this sheet. No additional credit will be given if the work is finished in less time. The rating on this subject will be *on accuracy only*, unless you fail to complete the exercise.

"It is advisable to read the entire exercise before you begin to typewrite it."

June 1938
January 1939
(Reprint)

UNITED STATES CIVIL SERVICE COMMISSION

Sheet 4

SENIOR STENOGRAPHER JUNIOR STENOGRAPHER EXAMINATION

FOURTH SUBJECT—STENOGRAPHY

Place of examination New York, N. Y.

Examination No. 3045

Date May 25th, 1939

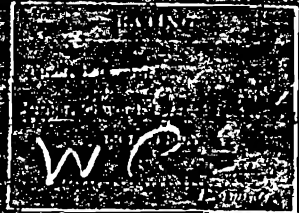
Time commenced 1:18

Time finished 1:37

DIRECTIONS TO THE COMPETITOR—READ CAREFULLY

Type DOUBLE-SPACED.

Pass in with this transcription the notes transcribed.
Twenty minutes will be allowed for this transcription.



Many years ago when the means of communication were few, news of all kinds reached the public very slowly. However, as a result of the development of modern news of communication, the transmission of financial information is now a great industry. To meet the demand of the general public for financial news, the press agencies in the United States use thousands of miles of wire for communication, news and the activity of the stock market. These press agencies supply most of the papers in the country with complete daily news about volume of sales and the price of stocks on all financial markets.

It is not always necessary for investments to wait for publication of this kind to reach them. Throughout the day, news about dividends and production figures is printed when received from all parts of the world by telegram. In this way quotations are received from the floors of the great stock exchanges as business transactions occur through the day. Many thousands of brokers and investment firms have private wires for the disposition of orders and are therefore able to supply their customers with printed reports and advice.

N. B.—IF MORE SPACE IS REQUIRED USE THE BACK OF THIS SHEET, BEGINNING AT THE UPPER END

Results of the stock market can now be heard over most radio chains and stock quotations are sent by wireless to ships at sea.

In this way it will be seen that our means of communication have been fully equipped in to the general public.

January 1913

UNITED STATES CIVIL SERVICE COMMISSION

STENOGRAPHER EXAMINATION

Place of Examination *New York, N.Y.* Date *1/17/13* Examination Number *177*

Dictated at the rate of *96* words per minute

This paper to be used only in writing the stenographic notes. Pen or pencil may be used. For wider ruling see back of this sheet.

[Faint, illegible stenographic notes written in shorthand on ruled lines]

UNITED STATES CIVIL SERVICE COMMISSION

 SENIOR STENOGRAPHER
 JUNIOR STENOGRAPHER

 SENIOR TYPIST
 JUNIOR TYPIST

EXAMINATION

THIRD SUBJECT—GENERAL TEST

Place of examination

New York

(City or town)

Examination No.

39456

Date

May 25, 1939

Time commenced

10:50

Time finished

1:00

If you claim preference because of U. S. military or naval service of yourself or your husband, make an X in the box before the kind which you claim:

☐ Veteran; ☐ Disabled veteran; ☐ Disabled veteran's wife; ☐ Veteran's widow.

RATING

91

TO THE EXAMINER: Be certain that the competitor has had 10 minutes in which to study the General Test Sample before this sheet is issued to him.

TO THE COMPETITOR: The questions contained in this sheet are similar to those in the sample which you have just finished studying. One hour and 15 minutes is allowed for the work on this sheet; since there are 80 items in the test, do not spend too much time on any one item.

Your score will depend only upon the total number of your right answers. If it seems to you that more than one answer could be given for any question, write the number of the ONE that you think is MOST CLEARLY the answer. ANSWER EVERY QUESTION even though you are not certain as to the correct answer. No extra credit is given for finishing before time is called.

(Write answers here)

(Write answers here)

Write the number of the best answer on the line at the right.

1. MEDIOCRE means most nearly (1) listless (2) ordinary (3) undesirable (4) uniform (5) adequate. 2

Write on the line at the right the number of the sentence that is preferable from the standpoint of grammar and good usage.

2. (1) Of the two possible solutions, this one seems the more practical. (2) This here solution is the more practical one. (3) This one was the most practical of the two. (4) This solution isn't scarcely as practical as the other one. (5) There is, as you suggest, two possible solutions, but this is the better one. 5

On the line at the right, write the correct spelling of the word printed in italics in the sentence.

3. (Spelling) In his letter of application, *ref-urr-ence* was made to a former position. reference

4. RELINQUISH means most nearly (1) forget (2) cherish (3) refuse (4) surrender (5) impair. 4

Write the number of the sentence that is preferable from the standpoint of grammar and good usage.

5. (1) My partner and me were told that she had written us a letter. (2) That she had written us a letter was known by both my partner and I. (3) She told my partner and me that she had wrote a letter to us. (4) She told my partner and me that she had written us a letter. (5) That she wrote a letter to us, it was known to us both. 4

6. (Spelling) Every effort should be made to prevent *konn-tamin-ih-nay-shunn* of the drinking water. contamination

7. The saying, "He who begins much may finish little," means most nearly (1) Too many hands don't accomplish the work. (2) A good beginning is half the task. (3) A brave attempt deserves some praise. (4) Small output indicates lack of effort. (5) Division of purpose may decrease results. 5

Write the number of the sentence that is preferable from the standpoint of grammar and good usage.

8. (1) He said he would leave me accompany him if I obtained permission. (2) He said that, if I secured permission in advance, that I might accompany him. (3) He would have left me go with him, if I had secured permission. (4) He don't want me to go with him unless I have permission. (5) He said that, if I had permission, I might accompany him. 5

9. (Spelling) Her duty is *prin-ah-puhl-lih* to answer the telephone. principally

10. ETERNAL means most nearly (1) perpetual (2) conclusive (3) united (4) perfect (5) reliable. 1

11. A stenographer can BEST deal with the situation which arises when her pencil breaks during dictation by (1) asking the person dictating to lead her one (2) going back to her desk to secure another one (3) being equipped at every dictation with several pencils (4) making a call to the supply room for some pencils (5) requesting a messenger to bring her a new one. 3

12. The saying, "He who loves the rose must accept the thorn," means most nearly (1) He who takes risks must be prepared to lose. (2) We cannot expect unmix'd blessings. (3) An unattractive appearance may conceal real worth. (4) We no longer notice defects to which we are accustomed. (5) Success must be earned to be enjoyed. 1

13. The income of most persons living in the manufacturing centers of the country comes MAINLY from (1) commissions (2) wages (3) investments (4) interest on bank deposits (5) rents. 2

14. VALUATION means most nearly (1) depreciation (2) observation (3) appraisal (4) description (5) weight. 3

15. (Reading) "The question of price is too often made the determining factor in making a purchase without due consideration being given to the other phases of the transaction. High quality is desirable, but a material of higher quality than that required may not be equally serviceable and may thus prove unnecessarily expensive."

According to the quotation, in making a purchase one should (1) try to find the cheapest goods on the market (2) place chief emphasis on the appearance of the goods (3) buy only goods of the highest quality (4) consider the usefulness of the material in proportion to its price (5) compare the need for the purchase with the need for other expenditures. 4

16. (Spelling) To analyze the composition of substances, a man must have a knowledge of *kem-iss-trih*. chemistry

CONTINUE ON THE NEXT PAGE WITHOUT WAITING FOR A SIGNAL

Write the number of the sentence that is preferable from the standpoint of grammar and good usage.

37. (1) This month's rainfall has been much greater than last month. (2) This month's rainfall, it has been much greater than last month's. (3) The rainfall during this month has been much greater than what it was during last month. (4) Comparing the rainfall for this month and last, the rainfall for this month was greater. (5) We have had more rain this month than we had last month. 5

38. (Spelling) Electric wires need INSULATING inn-suh-fay-ting to be safe.

39. GUILTY means most nearly (1) suspicious (2) credulous (3) faithful (4) doubtful (5) confident. 2

40. Employees are frequently unaware of the inadequacy of the lighting in their offices because (1) human eyes are adaptable to varying quantities of light (2) no two persons require the same amount of light (3) modern office equipment minimizes the importance of light (4) there are many evils worse than poor lighting (5) an under-lighted office is better than an overlighted one. 1

41. RESCIND means most nearly (1) forgive (2) cancel (3) disqualify (4) alter (5) substitute. 2

Write the number of the sentence that is preferable from the standpoint of grammar and good usage.

42. (1) Anyone is eligible whose past training has fitted them for that kind of work. (2) Any person who has had the necessary special training is eligible. (3) Anyone is eligible who has been specially trained for that kind of a job. (4) Such of those that have had the right kind of training are eligible. (5) Any person is eligible whom we know has had training which will fit him for that work. 2

43. (Spelling) The summer heat was made almost unbearable because of the HUMIDITY hu-midd'-uh-tih.

44. The saying, "There is much difference between imitating a good man and counterfeiting him," means most nearly (1) A noble nature cannot be acquired. (2) Defects are not easily noticed in great men. (3) Pretending to a virtue is not the same as acquiring it. (4) The finer the example, the harder it is to follow. (5) An imitation serves as well as the original until it is detected. 3

45. (Reading) "Success in business for the individual employee depends greatly upon that individual's being able to consider the welfare of the firm from the standpoint of the management. Such a viewpoint brings a feeling of responsibility for, and a personal interest in, the welfare of the business."

The quotation indicates that a feeling of responsibility for the success of a firm (1) should be left to the management (2) on the part of an employee is conducive to his own success (3) increases if the individual employee has a personal interest in the firm (4) increases with the length of an employee's service (5) on the part of the management carries over to the individual worker. 2

46. (Spelling) They write all their checks with INDELIBLE inn-dell'-uh-bul ink.

Write the number of the sentence that is preferable from the standpoint of grammar and good usage.

47. (1) The paper says where fewer persons came than were expected. (2) It says in the paper that the crowd was smaller than they had expected. (3) The paper says that less persons came than had been looked for. (4) They expected, according to this paper, to have had a bigger crowd than they did. (5) According to the paper, fewer persons came than had been expected. 5

48. Income taxes are considered in many cases to be the fairest of all types of taxation CHIEFLY because they are (1) paid by everybody (2) easy to collect (3) not burdensome (4) based on ability to pay (5) payable in installments. 2

49. (Spelling) The criminal was sentenced to a term in the PENITENTIARY penn-uh-ten'-shuh-ree.

Write the number of the sentence that is preferable from the standpoint of grammar and good usage.

50. (1) He would not have taken the step without he had judged it advisable. (2) With regards to that procedure, he thought it advisable. (3) That procedure was the best of any, he believed. (4) He has such good judgment so that he can always be depended on. (5) According to his judgment, that step was advisable. 5

51. DIMINUTIVE means most nearly (1) dainty (2) fragile (3) youthful (4) minute (5) sprightly. 4

52. (Reading) "The essence of mediation is that it seeks to bring both parties to a voluntary agreement. Neither party, whether or not it asks for mediation, is bound by any suggestions the mediator, or board of mediation, may make." According to the quotation, action on a decision of a mediator is (1) optional (2) immediate (3) advisable (4) compulsory (5) essential. 1

53. Employers try to keep their labor turnover as low as possible CHIEFLY because (1) training new employees is expensive (2) it is difficult to find qualified workers (3) satisfied employees generally do the best work (4) new workers are seldom efficient (5) one separation may lead to others. 1

54. The saying, "Good enough is not satisfactory to the ambitious," means most nearly (1) He who is satisfied is well paid. (2) Hard work as well as ability is necessary for success. (3) A contented person does not usually get ahead. (4) The greatest satisfaction in hard work is its accomplishment. (5) The man who would succeed always does his best. 3

Write the number of the sentence that is preferable from the standpoint of grammar and good usage.

55. (1) He refused to listen to them in a rather abrupt manner, and which made them think him very rude. (2) He was almost rude in his abrupt refusal to hear the complaint. (3) Because he refused to hear the complaint was the reason he seemed rude. (4) He is considered rude on account of he will never permit his employees to present a complaint. (5) His employees think him rude because he has and will always refuse to listen to their complaints. 2

56. (Spelling) The change made a NOTICEABLE no-tiss-uh-bul difference.

Write the number of the sentence that is preferable from the standpoint of grammar and good usage.

57. (1) He didn't say where he is going to, but I shall try to locate him. (2) I will try and find him, although he didn't tell me his destination. (3) In spite of the difficulties I met, I hoped to have found him. (4) Though I do not know where he is, I shall go in search of him. (5) He didn't say where he was going, but I shall look every place. 1

58. (Spelling) We worked so fast that we were EXHAUSTED egg-quast'-ed at night.

59. An effect of the full industrial utilization of all parts of such raw material as petroleum is to (1) make the raw material economically unprofitable (2) increase the number of byproducts (3) make each part of the product less valuable (4) decrease employment opportunities (5) decrease the industrial demand for the raw material. 2

CONTINUE ON THE NEXT PAGE WITHOUT WAITING FOR A SIGNAL

Write the number of the sentence that is preferable from the standpoint of grammar and good usage.

17. (A) You ought not to of waited for him if he wasn't there. (B) In regards to waiting for him do not do it. (C) If he is not in the office, do not wait for him. (D) You hadn't ought to wait for him if he has gone. (E) If I was you, I wouldn't wait any longer for him. 3

18. (Spelling) Both *konn-gresh* *unn-ull* candidates were invited to speak at the meeting. 3

Write the number of the sentence that is preferable from the standpoint of grammar and good usage.

19. (A) The new system was not successful like we had hoped it would be. (B) The faults of the new system were greater than what its merits were. (C) When given a trial, the new system proved unsuccessful. (D) It was found that, when the new system was put into practice, it was not real successful. (E) In regard to the new system, we must admit that it is most a failure. 3

20. (Reading) "Business forecasting as a specialized activity is almost entirely a development of the twentieth century. The usefulness of such forecasting as a means of stabilizing business activity is largely determined by the soundness of the predictions."

According to the quotation, predictions of business activity, in order to be useful, must be (1) comprehensive (2) reassuring (3) accurate (4) official (5) specialized. 3

21. CONVALESCE means most nearly (1) suffer (2) recover (3) languish (4) treat (5) soothe. 2

22. Workers whose salaries are on a yearly basis are paid monthly or semimonthly rather than weekly CHIEFLY to (1) make less work for the banks (2) simplify the company's bookkeeping (3) encourage workers to budget their money (4) stimulate buying on credit (5) Give the company more time to meet its pay rolls. 2

23. (Reading) "Research that has been made to determine the factors essential to the efficient management of factories and their various departments shows that the greatest economy is to be obtained not by rendering the individual worker more efficient, but rather by increasing the efficiency of the supervisors by whom, and the methods by which, the work of the employees is guided, controlled, and arranged."

The quotation indicates that the most efficient department of a factory is likely to be that in which the (1) individual workers are most efficient (2) output is greatest (3) least control is needed (4) supervisors are most capable (5) materials are most economically used. 4

24. FLUCIDATE means most nearly (1) complicate (2) explain (3) misunderstand (4) refute (5) summarize. 2

25. (Spelling) The fire was caused by *spoun-tay-nih-us* combustion. Spontaneous

Write the number of the sentence that is preferable from the standpoint of grammar and good usage.

26. (A) It is usually rather costly to keep machines of these sort in operating condition. (B) These kind of machines are always expensive to maintain. (C) This kind of a machine is usually expensive to keep in operation. (D) Any machine of this kind costs a great deal to maintain. (E) The maintenance of machines like these are always costly. 4

27. (Spelling) The out-of-season goods were sold at a *klee-r'-uss* sale. clearance

Write the number of the sentence that is preferable from the standpoint of grammar and good usage.

28. (A) Either he has not read the book at all, or just read the first chapter. (B) The first chapter was all the farther he read. (C) I don't believe as he read the book at all; if he did, he read the first chapter only. (D) He neither has read the book or has forgotten what he read. (E) He either failed to read the book at all or read only the first chapter. 5

The saying, "He runs far who never turns," means most nearly (A) He who never tries anything new will never know what he can do. (B) The easiest way does not always produce the best results. (C) He who perseveres will get ahead. (D) Methods that are never changed are never improved. (E) A man who doesn't know where he is going never gets anywhere. 3

30. (Reading) "There may not be absolute protection of every part of a check, but certainly the present-day check-protecting machines and safety paper have gone far in this direction, since many manufacturers of these machines have taken the added precaution of reinforcing their undoubted protective and antiforgery features by the issuance of insurance policies."

According to the quotation, check-protecting machines and safety paper (1) will eventually give absolute protection to every part of a check (2) are developments of the past few years (3) make insurance against forgery unnecessary (4) are purchased chiefly because of the free insurance offered by manufacturers (5) have made forgery more difficult. 5

31. DEVIATION means most nearly (1) division (2) progression (3) rotation (4) variation (5) withdrawal. 4

32. (Spelling) The wholesale dealer shipped a new *konn-sine-munt* of goods. CONSIGNMENT

Write the number of the sentence that is preferable from the standpoint of grammar and good usage.

33. (A) It is just the same as what it was yesterday. (B) It hasn't changed none since yesterday. (C) It looks today exactly as it did yesterday. (D) It looks no different today than it did yesterday. (E) There was no difference between what it is today and yesterday. 4 (13?)

34. Statisticians present many of their findings by means of graphs because (1) graphs are more accurate than written language (2) graphs save time and space for the person who presents the material (3) when graphs are used other explanation is unnecessary (4) details presented by means of graphs can be quickly visualized and compared (5) it is possible to present more information by means of a graph than in the usual printed form. 4

35. (Reading) "General welfare, as the aim of public services, involves the consideration, not only of the entire group as against interested private groups, but also of future generations as against the present generation."

According to the quotation, (A) the welfare of the present generation is most important (B) the needs and privileges of various groups must be weighed (C) resources should be left intact for future generations (D) public services should never benefit private individuals (E) the aim of public services changes with each succeeding generation. 5

36. The saying, "Every why has a wherefore," means most nearly (1) The truth cannot be hidden. (2) A fact must be proved to be believed. (3) A persistent questioner cannot be put off. (4) There is an explanation for everything. (5) No untruth deceives everyone. 4

60. The saying, "None want judgment to confirm their will," means most nearly (1) It is easy to find reasons for doing what we want to do. (2) Sincerity needs no wisdom. (3) Each man's will is his safest guide. (4) The will of the many is the foundation of wisdom. (5) Our desires are based on good judgment. 1

61. APPROPRIATION means most nearly (1) censure (2) excuse (3) concern (4) sanction (5) greeting. 4

62. (Spelling) An employee who is *loh-kway-shugs* is apt to be inefficient. LOCQUACIOUS

Write the number of the sentence that is preferable from the standpoint of grammar and good usage.

63. (1) This letter is neat, concise, and has no typing errors. (2) This letter is satisfactory, for it is neat and concise and has no errors in typing. (3) This letter was written neatly, concisely, and no errors in typing. (4) Having no errors in typing and being neat and concise makes this a good letter. (5) This letter which was written it is neat, concise, and accurate. 1

64. (Spelling) Serving milk to the undernourished children *benn-uh-fitt-edd* them all. BENEFITTED

Write the number of the sentence that is preferable from the standpoint of grammar and good usage.

65. (1) Without he makes fewer mistakes, he will not be allowed to do that work. (2) He will have to give up that kind of work unless he makes fewer mistakes. (3) If he does not make as many mistakes as he has been, he may be permitted to continue with that work. (4) If he cannot make less mistakes, he will not be allowed to do that work. (5) The mistakes he makes will count against him in allowing him to do that work. 4

66. ASCRIBE means most nearly (1) report (2) designate (3) attribute (4) reflect (5) adapt. 3

67. (Reading) "The enormous increase in the production of low-grade furs has made the fur manufacturing industry sensitive to style changes and has thus enhanced its speculative character." The quotation indicates that as an industry becomes influenced by changes in fashion (1) the quality of its product always decreases (2) the demand for its products becomes greater (3) its size increases (4) the risks involved become greater (5) it must seek a wider market. 4

Write the number of the sentence that is preferable from the standpoint of grammar and good usage.

68. (1) He studied a great deal was what made him get such good grades. (2) The reason his grades were all high was because he studied hard. (3) As a result of him studying so much, his grades were all good. (4) On account of he studied so industriously, he received very good grades. (5) His good grades in all his subjects were owing to his studious habits. 2

69. (Spelling) The new members were asked to assemble for the *tau-ish-ih-uh-toe-rih* rites. INITIATORY

70. INTRINSIC means most nearly (1) invisible (2) precious (3) inherent (4) apparent (5) secure. 1

(Write answers here)

Write the number of the sentence that is preferable from the standpoint of grammar and good usage.

71. (1) The new office has at least as many windows as the old one. (2) Our new office has more or at least as many windows as the old one. (3) The windows in the new office are more numerous than that of the old office. (4) The number of windows in the old office was not so great as the new office. (5) Our new office has as many windows, if not more, than the old one. 5

72. (Spelling) He gave a general account of the conversation, but could not repeat it *ver-bay'-tim*. VERBATIM

73. (Reading) "Since a dependable source of supply is an important factor in the operation of any establishment, it is imperative that the standing and reliability of the seller of the raw materials be known or investigated and his ability to perform the obligation he is entering into determined."

According to the quotation, it is important for an industry (1) to have a written contract with the seller of raw materials (2) not to be dependent completely on any one source of supply (3) to have a reliable source of supply (4) to make sure it is paying the lowest price for materials (5) to prove its reliability by filling its orders on schedule. 3

74. IMPLACABLE means most nearly (1) relentless (2) haughty (3) tranquil (4) vindictive (5) insidious. 3

75. (Spelling) He will *ack-wih-ess* if the majority favors the plan. ACQUIESE

Write the number of the sentence that is preferable from the standpoint of grammar and good usage.

76. (1) Everything depends on the patient following the directions of the doctor. (2) The doctor gave directions, which the patient did not follow and then expected to get well. (3) The patient has got to follow directions in order to recover. (4) It is no use for the doctor to give directions if the patient refuses to follow them. (5) The patient cannot expect to recover if he refuses to follow the doctor's directions. 5

77. (Reading) "Fairs arose not only because they offered special facilities for trading but also because trade, when still little developed, could not be carried on continuously but only at such times as quantities of goods had accumulated."

The quotation implies that fairs do not offer adequate trading facilities when (1) goods must be allowed to accumulate (2) they are held continuously (3) industrial methods are primitive (4) there is a steady supply of goods (5) commerce is just beginning to develop. 2

78. RECTITUDE means most nearly (1) severity (2) ability (3) gratitude (4) stature (5) integrity. 2

Write the number of the sentence that is preferable from the standpoint of grammar and good usage.

79. (1) You may call upon any one of those men who is on the list. (2) Whenever men are needed for special duty, these are available. (3) This list includes all those whom we think will be available. (4) The men who we hope to have available for you are listed here. (5) These men will be available any place you may need them. 1

80. (Spelling) Many automobiles have *hye-draul-lik* brakes. HYDRAULIC

(Write answers here)

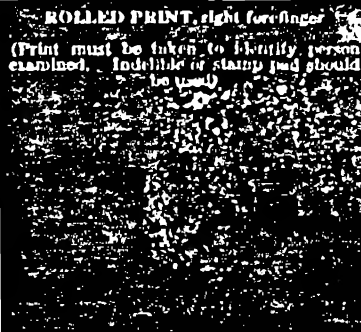
— 11 —

UNITED STATES CIVIL SERVICE COMMISSION

CERTIFICATE OF MEDICAL EXAMINATION

(Authorized by Executive Order of September 4, 1924)

APPLICANT MUST FILL IN DOTTED LINES BELOW TO HEAVY LINE



(Name)

(Post office address)

(Sex)

(Date of birth)

(Title of examination taken)

(Department and bureau in which you are to be employed)

(City or town in which you are to be employed)

1. Have you any physical defect or disease or disability whatsoever? Yes

2. If answer is "yes" give details

PHYSICIAN SHOULD FILL IN THE FOLLOWING

Height, without shoes 5' 10" inches (Weight, in clothing) 170 pounds. (Weight, without clothing) 160 pounds. {Males, with and without clothing; females, clothed, but without wrap or hat.

To be taken for males only upon special written request of the official ordering examination.

Items checked (✓) were examined and found normal. Deviations from normal are noted. (See instructions on reverse side, numbered to correspond with items below.)

1. Eyes: Distant vision: Without glasses: Right: 20 Left: 20 With glasses if worn: Right: 20 Left: 20
Near vision: 10

What is the longest and the shortest distance at which the following specimens of Jaeger No. 1 and Jaeger No. 2 can be read by the applicant? If No. 1 is read with ease, No. 2 need not be given. Test each eye separately.

With the view of promoting health and efficiency and of minimizing accidents among Federal employees, the heads of the several executive departments and independent establishments having a medical personnel are directed to make such physical examination of applicants for (Jaeger No. 1)

and employees in the Federal classified service as may be requested by the Civil Service Commission or its authorized representative.

This order will supplement the Executive orders of May 29 and June 18, 1921 (Executive order, September 4, 1924) (Jaeger No. 2)

Without glasses:	With glasses, if used:
R. in. to in.	R. in. to in.
L. in. to in.	L. in. to in.
Without glasses:	With glasses, if used:
R. in. to in.	R. in. to in.
L. in. to in.	L. in. to in.

Evidence of disease or injury: Right Left

Color vision Method of testing color vision

2. Ears: (Consider denominators indicated here as normal. Record as numerators the actual distance heard.) Ordinary conversation: Right ear 20 ft. Left ear 20 ft. Evidence of disease or injury: Right ear Left ear

3. Nose, sinus disease, etc

4. Mouth and throat

5. Gastro-intestinal

6. Thyroid (especially in women)

7. Heart and blood vessels

Is organic heart disease present? If organic heart disease is present, is it fully compensated?

8. Lungs: Right Left

History of tuberculosis? If so, has the disease been arrested for at least 1 year?

9. Hernia (If present, name variety: inguinal, ventral, femoral, etc., read definition on reverse before answering)

If present, is it supported by a well-fitting truss?

10. Varicose veins (If present, state location and degree)

Varicocele (see note 10 on reverse side)

11. Feet: Is flat foot present? Degree of impairment of function (None, slight, moderate, severe)

12. Deformities, atrophies, and other abnormalities, diseases, or defects not included above

13. Scars of serious injury or disease

14. Nervous system (see note 14 on reverse side)

15. (a) Urinalysis (see reverse side) (b) Venereal disease

16. Obtain from applicant statement of disabilities, past and present, give diagnosis and your comments under appropriate heading above or under "Remarks" on back of this sheet.

17. Does Veterans Administration recognize service-connected disability in this case? (Yes or no) If "yes," cover in your comments.

This certificate is to be returned to the official of the U. S. Civil Service Commission requesting the examination

The aim of the Executive order of September 4, 1924, under which this examination is made, is to obtain information as to the physical condition of appointees to the classified civil service with a view to promoting efficiency and minimizing accidents and claims under United States employees' compensation laws.

Notes for Examining Physician

Weight.—Males, without clothing, and also in ordinary clothing without overcoat or hat (weigh twice); females, clothed, but without wrap or hat. If overweight, state whether due to bone and muscle or to fat.

Height.—Without boots or shoes; observe that no appliances are used to increase.

The examination should include the following observations:

1. **Eyes.**—Ptosis; discharge; corneal scar; pterygium. In recording distant vision consider 20 feet as normal and report all vision as a fraction with 20 feet as numerator and the smallest type read at 20 feet as denominator. If glasses are used, record for each eye the finding with and without glasses. Near vision must be reported. In testing vision without glasses the applicant or appointee should be instructed to remove the glasses at least one-half hour before testing uncorrected vision.

2. **Ears.**—Evidence of middle ear or mastoid disease; condition of drums; discharge. In recording hearing, record 20 feet as normal distance for conversational voice and record deviation from normal as fraction with 20 as denominator and actual distance as numerator.

3. **Nose.**—Ability to blow through each nostril. If free, a speculum examination would not be indicated.

4. **Mouth and throat.**—Missing teeth, pyorrhea; tonsils; hypertrophy or disease.

5. **Gastro-intestinal.**—Ulcers, inflammations, etc.

6. **Thyroid.**—Presence of tumor in neck and tremor, exophthalmos; nervous high-strung disposition, especially in women.

7. **Heart.**—Murmurs. State whether functional or organic. If valvular disease exists, state whether or not it is fully compensated. Arteriosclerosis.

8. **Lungs.**—It is necessary that the auscultatory cough be used. If tuberculosis is present, state whether active or arrested; if arrested, state your opinion as to how long it has been quiescent. Sputum to be examined for tubercle bacilli in all suspected cases.

9. **Hernia.**—Give details as to size, location, etc., and whether well-fitting truss is worn. Inguinal hernia exists when ring is enlarged and on coughing visceral impulse is felt which follows the finger on withdrawal.

10. **Varicocele.**—If varicocele is present, state approximate size—e. g., size of walnut, lemon, etc.

11. **Flat foot** of such a nature as to incapacitate or become aggravated by work or be alleged later to have been caused by accident or occupation. By "flat foot," as used in this form, is meant a weak foot with impaired function, the term being equivalent to "fallen or misplaced arch," an abnormal condition. Impairment of function is the point to be noted. An anatomically flat foot, but strong, is not disqualifying.

12 and 13. **Scars, deformities, atrophies, and paralyses** should be noted, but it is not important that small insignificant scars or blemishes which might be referred to as marks of identification be recorded.

14. This entry should include symptoms and full history of any mental or nervous abnormality.

15. **Urinanalysis** to be made in case of persons over 40, and in all cases where arteriosclerosis, nephritis, or diabetes is suspected.

Record of urinalysis, if made: Sp. gr. Albumen Sugar Casts
Blood pressure: Mm. Hg. systolic Mm. Hg. diastolic
If tachycardia is present, give pulse rate: Sitting Immediately after exercise Two minutes after exercise
Cardiac reserve
(Good, fair, or poor)

I have found this applicant abnormal under the following headings:

In my opinion, applicant is capable of performing duties involving physical exertion.
(Arduous, moderate, or light)

REMARKS:

(Signature of applicant)

(This space to be filled in, as a matter of identification, by the applicant in own hand writing, and in ink, in the presence of the physician)

(Place of examination)

(Date of examination)

The examining physician must be in the Federal service

(Signature of examining physician)

(Title and branch of Federal medical service)

Full time? Part time? Fee paid?

The personnel officer should fill in the blanks below before sending this form to the Commission for action

To be appointed in
(Department) (Bureau)

Title of position

Type of appointment (check): ☐ Original appointment ☐ Transfer ☐ Reinstatement ☐ Classification

Number of certificate upon which applicant's name appears (to be given in case of original appointment)

This form must be executed by the appointee before he enters on duty. It must then be forwarded promptly to the CIVIL SERVICE OFFICE which certified the appointee's name. The Department Officer before whom the certificate is made must sign the statement on the reverse of this sheet.

Form 121 b-Field
February 1930

UNITED STATES CIVIL SERVICE COMMISSION
IMMIGRATION AND NATURALIZATION SERVICE

(Branch of service or department)

ELLIS ISLAND, N. Y. H.

(Name of city)

(State)

DECLARATION OF APPOINTEE

ATTENTION IS DIRECTED TO THE PROVISIONS OF LAW AS QUOTED ON ATTACHED FORM. False personation in an examination is a criminal offense, and will be prosecuted accordingly. Appointee will retain attached form.

1. Name Miriam Moskowitz
(Furnish one given name, initial or initials, if any, and surname)
2. (a) Place of birth Bryansk, U.S.S.R. (b) Date of birth 6/10/16
(Month, day, and year)
- (c) Are you a citizen of the United States? yes
(Yes or no)
- (d) To what race do you belong? Caucasian
(Caucasian, Mongolian, Negroid, Indian, Malayan)
3. From what examination are you being appointed? 1st typist
(Title)
4. To what position are you being appointed? typist - clerk
5. Are any members of your family or relatives (either blood or by marriage) in any part of the service of the United States (executive, judicial, legislative, military, or naval)? Answer "Yes" or "No" No. If so, fill in the following blanks stating, under "Relationship," whether the connection is by blood or marriage. (See sec. I of attached form.) If additional space is necessary, attach a sheet.

Name	Post-office address (Give street number, if any)	Position and department or office in which employed	Relationship	Married or single
		Position		
		Department or office		
		Position		
		Department or office		
		Position		
		Department or office		

6. Were any of the above-named persons appointed to the Government service after you made your application for this position? If so, give the name of each such person and state whether he is living in the same house with you
7. What is your present address (give street and number, city, and State)? 70 Klein, 89 Fairview Ave., NYC How long have you resided at this address? app. 6 mos
8. (a) Are you holding any position or office under the United States or under any State, Territory, county, or municipality? no
(Yes or no)
- (b) If so, state the place, position, and salary
- (c) Are you willing to resign such position or office, upon appointment in the Federal Government, if it becomes necessary to do so in order to hold the Federal position?
(Yes or no)

9. (a) Have you served in any branch of the military or naval service of the United States at any time? *no*

If so, state service

(b) If discharged, state under what conditions

(Honorable, dishonorable, hospital, etc.)

10. Have you been retired from (a) U. S. Government service? *no* (b) District of Columbia government? *no*

(c) U. S. military or naval service? *no* If so, state whether for age, length of service, or disability

Amount of retirement pay

Rank when retired from military or naval service

11. Have you been discharged for cause or have you resigned any position under compulsion since filing your application for this position? *no*

12. Have you ever been arrested or fined, or convicted of any offense? *no* If so, attach a sheet and give full details showing dates, places, and nature of offenses, and the manner in which all charges have been disposed of that are not still pending. (Your answer should include all felonies and all misdemeanors.)

13. Have you ever been barred from a U. S. civil-service examination? *no* If so, when?

14. Have you paid or offered or promised to pay any money or any other thing of value to any person, firm, or corporation for the use of influence to procure your appointment? *no*

15. Are you a member of any political party or organization which advocates the overthrow of our constitutional form of government in the United States? *no* If so, name the organization (Yes or No)

16. Will you inform yourself of and observe the provisions of the civil-service law and rules and Executive orders concerning political activity, political coercion, political assessments, use of influence to secure promotion, etc., as quoted on the attached form? *yes*

I hereby certify that the answers to the foregoing questions are true in every particular.

Date *2/6/41* *Byron H. Uhl*
(Signature of appointee—Must correspond exactly with name given in answer to question 1)

APPOINTING OFFICER BEFORE WHOM THE FOREGOING CERTIFICATE IS MADE:

Before appointment is further considered this form must be submitted to the appropriate civil-service office for approval if—

- (1) **Citizenship.**—Answer to question 2 (a) hereon shows foreign birth, while answer to similar question in the application shows birth in the United States.
- (2) **Age.**—Discrepancy exists between the answer given to question 2 (b) hereon and that given to the corresponding question in the application, and if questioning of the applicant in the manner described in Departmental Circular No. 195 either substantiates doubt as to eligibility or indicates willful misrepresentation. (This instruction applies only in probationary appointments.)
- (3) **Members of family.**—Answer to question 5 hereon includes the names of two or more persons at the same address as the appointee.
- (4) The appointee holds any State, Territorial, county, or municipal office or position, whether by election or appointment, in possible contravention of the Executive orders of January 17 and 28, 1873, and does not agree to resign such position or office if necessary. (See Civil Service Commission Form 1226 quoting these orders and listing exceptions thereto.) (See applicant's answer to questions 8 (a), (b), and (c).)

If the appointee's answer to question 15 is "Yes," he cannot be given appointment.

Please fill in and sign the following in connection with probationary appointment:

Have you, for purposes of identification and to prevent impersonation—

- (1) Questioned the appointee on his personal history for agreement with his application statements? *yes*
- (2) Checked the appointee's personal and physical appearance for agreement with his photograph, medical certificate, and descriptions given in preliminary and declaration sheet? *yes*
- (3) Checked the appointee's signature and handwriting in this form with that in the examination papers and application? *yes*

The above certificate was executed before me, in his own handwriting, by the identical person who has reported for assignment to duty. The appointee has been identified satisfactorily by the method described in Departmental Circular No. 195.

Byron H. Uhl
BYRON H. UHL,

Form 121
June 1943

UNITED STATES CIVIL SERVICE COMMISSION

PERSONAL HISTORY STATEMENT

(Signature)

APPLICANT'S POSITION

CLASS OF POSITION

CLERK-TYPIST

AGENCY OF EMPLOYMENT

JUSTICE

If married, give full name of spouse

(First) (Middle) (Last)

(First) (Middle) (Last)

(First) (Middle) (Last)

(First) (Middle) (Last)

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(First) (Middle) (Last)

10. EXPERIENCE

BELOW, GIVE A STATEMENT IN CHRONOLOGICAL ORDER OF ALL YOUR EMPLOYERS, BEGINNING WITH YOUR FIRST FULL TIME EMPLOYMENT, AND INCLUDING YOUR PRESENT EMPLOYMENT. ANY PERIODS OF UNEMPLOYMENT SHOULD BE ACCOUNTED FOR. GIVE ADDRESSES AND NAMES OF PERSONS WITH WHOM YOU LIVED DURING SUCH PERIODS. IF IN THE MILITARY OR NAVAL SERVICE DURING THE PAST FIVE YEARS, GIVE NAMES OF ORGANIZATIONS, AND DATE AND LOCATION OF SERVICE WITH EACH; AND PLACE, DATE, TYPE OF DISCHARGE, AND RANK AT THE TIME OF DISCHARGE.

IF ADDITIONAL SPACE IS REQUIRED FOR EXPERIENCE, CONTINUE ON ANOTHER PAGE)

Place and date of birth of husband or wife

1. Names and relationships of independent;

1. List all outstanding debts, and to whom owed.

* Have date of H.S. grad. in Feb '34 until approx. Mar. or April, 1934
I was looking for employment - was unemployed. Living with
parents at 176 W. 31st St. New York City.

17. Have you ever been sued?

(a) *no*
(Yes or No)

(b) If so, give details, such as date, place, court, amount of each judgment and final disposition.

18. Have you ever been adjudicated bankrupt or made assignment for benefit of creditors?

(a) *no*
(Yes or No)

(b) If so, give date, name, and location of court:

(c) Date of discharge in bankruptcy:

19. Within the past 12 months have you used alcoholic beverages to excess?

no
(Yes or No)

20. Prior to the past 12 months, have you used alcoholic beverages to excess?

no
(Yes or No)

20a. If you have answered "Yes" to either Question 19 or 20, explain briefly:

21. Have you ever been arrested, and/or convicted for any breach or violation of any law, police regulation, or ordinance whatsoever?

If so, list each arrest, giving date, age at the time, place, court, charge, and disposition:

no
(Yes or No)

22. List all Federal Civil Service applications filed, and Federal Civil Service examinations taken, giving name of examination, date, and grade received:

1. Junior typist - approx. June '39
grade 37.2 - approx.
exam taken

2. Applications filed but exam not yet taken for
Junior custodial officer
Filed 6/18/41

23. List members of your family or relatives in any part of the Government service, giving names, addresses, relationship, and branch of service:

none

24. List members of your family or relatives residing in any foreign country, giving names, addresses, relationship, and occupation of each:

1. Mrs. Hermine Herakowitz (aunt)
Ungvar, Hungary
dressmaker

2. Mrs. Regina Solomon (aunt)
Ungvar, Hungary - housewife

(Cousins whose names & whereabouts are unknown)

25. Are you a member of any Communist or German front organization or any political party or organization which advocates the overthrow of our constitutional form of government in the United States, or do you have membership in, or any affiliation with, any group, association, or organization which advocates, or lends support to any organization or person advocating, the overthrow of our constitutional form of government in the United States?

If so, name the organization:

And give complete details in the space immediately below, or on a sheet to be attached hereto.

no
(Yes or No)

What your residence during the last five years, including your present address, and the present addresses of two nearest neighbors in each case, or the names of the nearest neighbors really known.

From 2-41 to 3 August 461 W 144 St. N.Y. City
Neighbors: Miss Belle Zoller 461 W 144 St. N.Y. City
Miss Ruth Cooper 461 W 144 St. N.Y. City

From 7/40 to 3-41 89 Lawrence Av. N.Y. City
Neighbors: Miss Rose Klein 89 Lawrence Av. N.Y. City

about Feb '36
From 7-40 to 8 West 83 St. N.Y. City
Neighbors: Mrs. Hannah Perlman 8 West 83 St. N.Y. City
Mrs. Fawkes present address unknown

From 3-35 to about Feb '36 345 E 83 St. N.Y. City
Neighbors: Neighborhood was foreign element therefore did not mix with them

From (Month) (Year) to (Month) (Year) at (Number) (Street) (City) (State)
Neighbors: 1. (Name) (Address)

2. (Name) (Address)

From (Month) (Year) to (Month) (Year) at (Number) (Street) (City) (State)
Neighbors: 1. (Name) (Address)

2. (Name) (Address)

I certify that the foregoing statements are true to the best of my knowledge and belief.
August 12, 1941
Museum Mooking
Signature of applicant

SECOND UNITED STATES CIVIL SERVICE DISTRICT
OFFICE OF THE DISTRICT MANAGER
FEDERAL BUILDING - CHRISTOPHER STREET
NEW YORK, N. Y.



QUESTIONNAIRE FOR STENOGRAPHER-TYPIST ELIGIBLES

TO BE RETURNED IMMEDIATELY

1. I AM WILLING TO ACCEPT EMPLOYMENT, IF OFFERED, IN THE AREAS INDICATED (ANSWER "YES" OR "NO" IN EACH INSTANCE).

A. METROPOLITAN NEW YORK CITY AREA yes
B. CENTRAL NEW YORK AREA yes

C. WESTERN NEW YORK AREA yes
D. NORTHERN NEW YORK AREA yes

2. I AM WILLING TO ACCEPT EMPLOYMENT, IF OFFERED, AT THE FOLLOWING MINIMUM SALARY (CHECK IN APPROPRIATE PLACE):

\$1250 X \$1440 \$1520

3. I REALIZE THAT MY NAME WILL BE REMOVED FROM THE REGISTERS ESTABLISHED FOR POSITIONS WHOSE ENTRANCE SALARY IS LESS THAN THE ONE I HAVE INDICATED ABOVE (PLEASE INITIAL) m m

4. I REALIZE THAT FAILURE TO ACCEPT EMPLOYMENT, IF OFFERED, AT THE SALARY OR IN THE AREA I HAVE INDICATED ABOVE, WILL CAUSE THE REMOVAL OF MY NAME FROM THESE REGISTERS UNLESS AN EXCELLENT REASON FOR CONTRARY ACTION IS FURNISHED (PLEASE INITIAL) m m

5. I AM WILLING TO ACCEPT TEMPORARY EMPLOYMENT, IF OFFERED, AS INDICATED BELOW (ANSWER "YES" OR "NO" IN EACH INSTANCE):

THREE MONTHS yes SIX MONTHS yes

6. (VERY IMPORTANT - ERRORS IN COPYING RATINGS OR THE NUMBER APPEARING IN THE UPPER RIGHT HAND CORNER OF THE REPORT OF RATINGS WILL CAUSE DELAY AND MAY SERIOUSLY AFFECT YOUR QUALITY FOR EMPLOYMENT).

(A) MY AVERAGE PERCENTAGES AS SHOWN IN THE REPORT OF RATINGS ARE:

JUNIOR TYPIST 87.91 SENIOR TYPIST 81.87 JUNIOR STENOGRAPHER 81.87 SENIOR STENOGRAPHER 81.87

(B) THE NUMBER, AS SHOWN IN THE UPPER RIGHT HAND CORNER OF THE REPORT OF RATINGS, IS 265914

7. I HAVE CHANGED MY ADDRESS FROM THAT SHOWN IN THE NOTICE OF RATING TO THE ONE WHICH APPEARS BELOW (IF NO CHANGE WRITE "SAME ADDRESS").

same address

8. I REALIZE THAT THIS IS NOT AN OFFER OF EMPLOYMENT BUT MERELY A QUESTIONNAIRE WHICH MUST BE RETURNED IMMEDIATELY SO THAT EFFECTIVE CERTIFICATION OF ELIGIBLES MAY BE MADE (PLEASE INITIAL) m m

Miriam Moskowitz

(SIGNATURE OF ELIGIBLE)

DATE 11/10/40

INQUIRY REGARDING ELIGIBLE'S AVAILABILITY FOR APPOINTMENT, IF SELECTED

This is a letter of inquiry and NOT an offer of appointment

Office of the Commanding Officer

War Ordnance Department

(Name of service)

Watervliet Arsenal, N.Y.

(Place)

October 11, 1940

(Date)

Miss Liria Voskowitz

8 West 83rd Street

New York, N.Y.

SHOULD YOU ACCEPT APPOINTMENT TO THE POSITION OF EITHER JUNIOR OR SENIOR TYPIST, IT MUST BE WITH THE UNDERSTANDING THAT YOUR NAME WILL BE REMOVED FROM ALL STENOGRAPHER REGISTERS.

Sir Madam):

You have been certified by the United States Civil Service Commission for probational appointment to the following-named position, under

(Temporary, probational or permanent - see NOTE below)

the conditions indicated:

Position Under Operator, Office Devices - Calculating Machine Operator.

Salary \$ 1260 per annum Place of employment Watervliet Arsenal

Period of employment unless sooner terminated.

Persons selected for probational (permanent) appointment in the Government service must pass a physical examination given by a Federal medical officer before entering on duty. If selected for appointment you should not resign any position you may hold until you have passed this physical examination.

If you are willing to accept appointment, if offered, please so advise the undersigned immediately, by means of Notice No. 1, on the back of this form. If you live in this city, and if you are willing to accept appointment, it is desirable that you call at the above-named office and bring this letter with you.

If you are not willing to accept appointment, if offered, please so advise the undersigned immediately, with statement of your reasons, by means of Notice No. 2, on the back of this form.

Important to the eligible.--Under the regulations of the Civil Service Commission, the name of an eligible who does not accept a probational appointment (or a permanent appointment) under conditions as to salary and locality which he previously indicated were acceptable will be removed from the eligible register, unless he gives reasons for failure to accept which are satisfactory to the Commission. His name will not be restored unless he requests restoration and assures the Commission that he will be available for the next appointment offered, under the conditions he gives as acceptable. Reasons for declining should be stated fully. If you are not available for appointment, but wish your name suspended from the register and restored later, it is important that you so state in Notice No. 2. Upon request, restoration can be made under these conditions if the register still exists.

IT IS ABSOLUTELY ESSENTIAL THAT YOU ARE EXPERT IN THE USE OF A RUPPOUGHES CALCULATING MACHINE. NO CONSIDERATION WILL BE GIVEN TO THOSE NOT POSSESSING THIS QUALIFICATION. ANYONE CLAIMING THE REQUIRED ABILITY WILL BE ASKED TO PROVE SAME BY A COMPETENT TEST BEFORE RECEIVING APPOINTMENT. REPLY BY RETURN MAIL IS REQUESTED.

Respectfully,

For the Commanding Officer:

(Signature)

(Official title)

J. C. Connelly

Major, Ordn. Dept.

Executive Officer

NOTE: Probational appointment means that the employee is to be on trial for a certain period. If services prove satisfactory, retention in the service beyond the trial period (usually 1 year) is equivalent to permanent appointment. There is no probationary period for unskilled laborers. Their appointment is considered either permanent or temporary.

If appointment is to be probational or permanent, the official using this form will so indicate and will cross out the line beginning "Period of employment"; if appointment is to be temporary, he will so indicate and will show the probable period of employment in the space provided therefor.

[OVER]

(PROMPT REPLY TO THIS LETTER MUST BE MADE)

To the nominating officer: If Notice No. 2 is used by the eligible, signifying nonacceptance, please forward this form to the Civil Service office from which you received the certificate (you may retain the form if Notice No. 1 is used), and forward with it the report of action taken on the certificate and a copy of any communication you may have sent to the eligible advising him of terms and conditions of employment, etc.

To the eligible: After reading the other side of this form, give below, under Notice No. 1 or Notice No. 2, the information requested, and return the form immediately to the official from whom you received it.
If you fail to respond to this inquiry, your name will be removed from the eligible register until further information is received from you.

NOTICE NO. 1

Use this notice if you are willing to accept appointment
(Use Notice No. 2, if not available)

The _____ (Place) _____ (Date) 19____

Sir:

I am willing to accept the appointment referred to on the front of this form, and if I should be selected I shall be able to report for duty on or after 19____

THESE QUESTIONS MUST BE ANSWERED

ARE YOU NOW EMPLOYED?

If answer is "Yes", fill in following:
NAME AND ADDRESS OF EMPLOYER OR FIRM:

(Signature of eligible)

(Street and number, or R. D. route)

POSITION HELD: _____

NOTICE NO. 2

Use this notice if you are unwilling to accept appointment

New York, N. Y. _____, October 18th, 1940.
(Place) (Date)

The Office of the Commanding Officer
War Ordnance Department
Interview Arsenal, New York

Sir:

I am unable to accept the appointment referred to on the front of this form for the following reasons:

I am not an expert in the use of the Burroughs

Calculating Machine; I can use the Burroughs adding machine, mimeograph and cut stencils, and such other minor office machines. (If a period of training is offered by the Commission in the use of the calculating machine, then I can accept immediately.)

I request that my name be suspended from the eligible register until _____

I request that my name be restored to the eligible register immediately, 19____

I hereby assure the Commission that I will hereafter be available for appointment at the salary and in the locality indicated below:

Temporary appointment: Salary _____ Locality _____

Permanent appointment: Salary \$1260.00 Locality Albany; however, New York City preferred.

(Signature of eligible)

Note change of address:-

89 Fairview Avenue, New York City
(Street and number, or R. D. route)

(OVER)

APPOINTMENT 265974

UNITED STATES CIVIL SERVICE COMMISSION

APPLICATION FORM 2374

FIELD BRANCHES ONLY—POST OFFICE CLERK OR CARRIER, ETC.

NOTE.—The applicant must carefully fill ALL blanks in this column

APPLICANT WILL NOT FILL THE FOLLOWING

Name of examination Jr. & Sr. Stenographer

Date of examination OCT 3 1936

Place of examination NEW YORK CITY

Approved [Signature]

NOTE.—Applicants for positions in the Post Office Service must appear for examination in the city where employment is desired unless otherwise directed in the examination announcement.

By whom [Signature]

The address given below will be treated as the applicant's post office address until notice, in writing, of any change is received.

Admitted to examination [Signature]

(PRINT or write plainly first name in full, middle initial or initials, if any, and surname in full. If a woman, prefix Miss or Mrs. Use same name EXACTLY as signed at the end of this application, inside.)

Notified of standing [Signature]

Entered register [Signature]

MIRIAM MOSKOWITZ

(Name)

8 West 83d Street

(R.F.D. or street address)

New York, N. Y.

(City or post office)

(State)

Height in bare feet 5 feet 6 inches. Weight 132 pounds. Telephone No. Endicott 2-1756

Date of birth 6/10/16 Age on last birthday 20 years

Any false statement in this application, which is under oath, attestation of a certificate, or the presentation to the Commission of a paper containing such false statement or attestation, is a violation of the law and is punishable as such.

Any of the following may delay or nullify your opportunity for appointment: (1) Failure to furnish any additional forms that may be required in the examination announcement; (2) Failure to answer properly all questions on this application and on any other additional forms required; (3) Failure to furnish with this application proof of United States citizenship, if foreign born; (4) Failure to furnish material or photograph with this application form, if called for in examination announcement; (5) Failure to furnish all the information required under question relating to arrest, etc.; (6) Failure to have jurat (or oath) properly executed. Omit reference to religion, politics, or fraternal orders. Answers should be typewritten if practicable; if not, they must be in ink.

In case of emergency necessitating immediate certification, the Commission reserves the right to certify eligibles for appointment who have complied with all the requirements in the application blank. It is, therefore, highly important that your application be completely and correctly filled out before it is sent to the district manager.

1. Are you a citizen of the United States? yes

Naturalized citizens must submit naturalization certificate with application; other foreign born, documentary proof of citizenship.

2. Where were you born? (a) New Jersey

(State or Territory, if American born)

(b) (County, if foreign born)

3. What is the date of your birth? June 10, 1916

(Month) (Day) (Year)

4. What is the lowest entrance salary you will accept? \$1,200 per yr.

Registries may be used for allied positions at salaries other than that specified in the announcement. You will not be certified to positions paying less than the amount given in answer.

5. Will you accept temporary appointment for six months? yes

Yes or No

Answer all three parts of this question

For three months? no

Yes or No

For one month? no

Yes or No

6. Are any members of your family or relatives (either blood or by marriage) in any part of the Government service whatsoever? no

Yes or No

If answer is "Yes", give name, address, relationship, and branch of service of each such relative. (If more space is required, use the back of this application.)

7. Have you ever been discharged or forced to resign from any position? no

Yes or No

If answer is "Yes", state when and where employed and give the name and address of your employer and the reason for your discharge or forced resignation in each case.

8. Have you ever been arrested, or summoned into court as a defendant, or indicted, or convicted, or fined, or imprisoned, or placed on probation, or has any case against you been filed, or have you ever been ordered to deposit collateral for alleged breach or violation of any law or police regulation or ordinance whatsoever? no

Yes or No

If so, list all the cases without any exception whatsoever on the back of this application, giving in each case (1) the date, (2) your age at the time, (3) the place where the alleged offense or violation occurred, (4) the name and location of the court, (5) the nature of the offense or violation, (6) the penalty, if any, imposed, or other disposition. The above question includes arrests by military or naval authorities and disciplinary action imposed by courts martial, as well as civil cases. If applicable, your fingerprints will be taken.

9. Within the past 12 months, have you used intoxicating beverages? no

Yes or No

10. Within the past 12 months, have you used intoxicating beverages habitually? no

Yes or No

To excess?

11. Are you now, or have you ever been, addicted to the use of habit-forming drugs? no

Yes or No

If answer is "Yes", give full particulars on the back of this application.

12. Do you receive pension or retired pay for any disability? no

Yes or No

If so, in what amount? What is percentage of disability?

From what source is allowance received?

Give the name and address of the

office from which you receive your checks

13. (a) Were you ever in the military or naval service? no

Yes or No

(b) Do you claim military preference? no

Yes or No

If you claim military preference, you should obtain Form 16 and submit it with the evidence required therein.

14. (a) Name each examination for which you have filed application with the Commission or any of its offices. (If none, write "None.")

None

(b) In what cities were you examined?

(c) Give the date of each examination

(d) Which examinations did you pass?

(e) Are you now employed by the Federal Government? no

Yes or No

(f) If so, by what Department, and in what position?

If you claim preference for the Indian Service as an Indian, it will not be allowed unless you obtain and file with this application a certificate from the supervisor.

(a) Elementary school: Attended from	Feb. 1922	to	Feb. 1930	Highest grade completed	8th grad
(b) High school: Name and location	Bayonne High School, Bayonne, N. J.				
Attended from	Feb. 1930	to	Feb. 1934	Highest grade completed	4 y Were you graduated? yes
(c) Trade or technical school, or college: Name and location	College of City of N.Y., New York, N. Y. (Eve.)				
Attended from	9/35	to	present	Highest year completed	Were you graduated? not yet
Kind of course pursued	Bachelor o. Social Science				

16. Furnish in the space below a complete, comprehensive statement, showing every kind of occupation you have followed since you first began work, including your present employment. It is intended that this statement shall be a complete history of all experience you have had in any occupation. (If more space is required, use blank paper, numbering to correspond with the number of the question.)

[illegible]

19-1925

17. Do you speak or read any foreign language? French, German, Hebrew, (Hebrew), Polish Hebrew Polish
 (If you speak or read more than one language, give details in each case under question 16.)

18. Have you had any experience as typist? yes Stenographer? yes Driver of an automobile of any kind? no
 (Give details in each case under question 16.) Have you a permit to operate an automobile? no

19. Before appointment you will be required to furnish on a prescribed form a certificate of physical examination from a doctor of medicine in good standing. If such a statement made herein are not verified by such certificate, or if it discloses physical unfitness for the service, you will not receive appointment. All applicants, both male and female, must answer each of the following questions:

(a) Exact height in bare feet? 5 feet 6 inches (b) Weight in ordinary clothing without overcoat or hat? 132

APPLICANTS MUST MEET HEIGHT AND WEIGHT REQUIREMENTS IF SPECIFIED IN EXAMINATION ANNOUNCEMENT—SEE EXAMINATION ANNOUNCEMENT

(c) Were you carefully weighed and measured before answering the foregoing questions? yes

(d) Have you now or have you ever had any of the following disabilities? (Answer "Yes" or "No" to each inquiry. In case answer is "Yes" describe fully under question 20.)

Rupture?	<u>no</u>	Any defect of speech?	<u>no</u>	Tumors, sores, ulcers, enlarged veins?	<u>no</u>	Convulsions or fits?	<u>no</u>
If ruptured, is rupture retained by well-fitting truss?	<u>no</u>	Any injury, deformity, or defect of hand, arm, foot, or leg?	<u>no</u>	Rheumatism?	<u>no</u>	Difficult urination; in-temperate flow of urine; bladder or kidney disease?	<u>no</u>
Any difficulty in hearing ordinary conversation readily at fifteen feet?	<u>no</u>	Fallen or misplaced arch of foot impairing efficiency?	<u>no</u>	Paralysis?	<u>no</u>	Veneral disease?	<u>no</u>
Any defects of hearing in either ear?	<u>no</u>	Tuberculosis in any form?	<u>no</u>	Piles?	<u>no</u>	Any deficiency or weakness of abdominal wall due to wound or operation, or hernia?	<u>no</u>
Sore eyes or any defects of vision in either eye?	<u>yes</u>	Asthma or shortness of breath?	<u>no</u>	Nervous exhaustion or mental derangement?	<u>no</u>	Any symptoms of disease or disability not referred to herein?	<u>no</u>
Do you wear glasses?	<u>no</u>	Any chest, lung, throat, mouth, or nasal disease?	<u>no</u>	Palpitation or any disease of the heart?	<u>no</u>		
		Any skin eruption?					

20. Describe fully here all diseases, disabilities, defects, or infirmities which you now have or may have had in the past. If suffering from any of them at present, so state. If you ever suffered from any of them, state when and for what length of time.

Suffered from running ear for approximately six years, eight years ago, which resulted in a punctured right ear drum. Hearing however is not impaired, and I experience no difficulty in hearing ordinary sounds. --- Suffer from inflamed eyelids as a result of overstrain in studying now and in the past. Not serious.

21. (a) Have you ever been married? (Answer "Yes" or "No"). no (b) Are you now married? (Answer "Yes" or "No"). no

22. Give the names and home and business addresses of five persons, preferably employers, who have knowledge of your character, experience, and ability. DO NOT GIVE NAMES OF RELATIVES.

Full name	Home address (street, number, city, and State)	Business address (street, number, city, and State)	Business or occupation
Dr. Ralph B. Winn	54 Hamilton Terrace N.Y. City	City College NYC 138 St. & Convent Av.	Instructor of Philosophy
Mr. Morris Feldman	193 East Fourth St. New York, N.Y.	unknown to me (N.Y. City)	postal clerk
Miss Sophie Slotkin	299 Avenue C Bayonne, N.J.	Maldenform Co. Bayonne, N.J.	machinists' clerk
Mr. Alex. Marcus	Bottlebrook Farms R.D. Erieville, NY	Bottlebrook Farms R.D. Erieville, NY	bookkeeper
Mr. Milton B. Leinwander	1011 Sheridan Av. Bronx, N.Y.	119 W. 25 St. New York City	acct. & ins. broker

I, the undersigned, DO SOLEMNLY SWEAR (OR AFFIRM) that the statements made by me in this application, and on all other forms filed in connection with this application, are full and true to the best of my knowledge and belief. SO HELP ME GOD.

If female prefix "Miss" or "Mrs.", and if married, use your own Christian name, as "Mrs. Mary L. Doe."

(Signature of applicant) Miriam Montau
 (Sign WITH PEN AND INK your first name in full, your middle initial or initials, if you have any, and your surname in full)

JURAT OR OATH.—This application will not be accepted if the jurat or oath is omitted.

The following oath must be taken before a NOTARY PUBLIC, or other officer authorized to administer oaths, before whom the applicant must appear in person.

Subscribed and duly sworn to before me according to law by the above-named applicant, this first day of October, 1938, at city New York of New York county of New York and State of New York

(Signature of officer) Stewart C. Johnson
 (Official title) Notary Public

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Trotter

DATE: 6/17/66

FROM : ☒ J. H. Gale ☐ I. W. Conrad

SUBJECT: SARAH SHIRLEY POWELL, nee Silverman
aka Sarah Silverman Powell
Clerk-Typist
Department of Health, Education,
and Welfare
Flushing, New York

SECURITY OF GOVERNMENT EMPLOYEES BUDED: 7/8/66

Please search the name of the individual through the records of the Identification Division and return this memorandum with a notation of your findings to -

☒ Employees Security and Special Inquiry Section, Room 7632, Justice Building. (In SGE and UN cases, if a record of arrest is found, please enclose, in addition to file copy, 1 copy of the Identification Record for each state in which arrests occurred.)

☐ Laboratory, Att.: _____, Ext. _____, re D # _____

The following identifying data are listed for your assistance (Att.: Special Investigative Division only - in addition to the name or names and the Government agency appearing in the title):

Sex <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	Race	Height	Name and aliases (For use of Laboratory) (1)	(2)	(3)
Date and place of birth 12/29/12 Baltimore, Md.		Age 53			
Military Service #	CSC # NY-66 110455				
Last known address 5627 194th St. Flushing, N.Y.					
Previous Government employment Veterans' Administration, Brooklyn, N.Y. 9/46 - 4/48 Treasury Dept. Washington, D. C., 5/43 - 6/46 War Dept, O.S.W., O.G.M.G., Washington, D. C., 4/42 - 5/43					
Date SGE security form received 6/3/66			U.S. Civil Service Commission, Washington, D. C. 12/39 to 4/42		
Other pertinent identifying data (Att.: Lab., including PD #s and location) SPOUSE: Sidney Powell DPOB: 11/25/05, New York, New York DPOM: 5/19/46, Baltimore, Md. SSN: 218-10-5844 JHM:flw (1)					

Identification Division Reply

☐ Based upon information furnished, no record located.

☒ A noncriminal fingerprint record which ~~is~~ or MAY BE identical was located. This record was searched through the criminal files and no criminal record found.

☐ The enclosed Identification Record IS or MAY BE identical with the record of the employee, applicant, or subject.

121-6194-17

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON 25, D. C.

ADDRESS ONLY
"CIVIL SERVICE COMMISSION"
IN YOUR REPLY REFER TO
FILE LRB:SJM:mo
AND DATE OF THIS LETTER

~~CONFIDENTIAL~~

DATE: April 10, 1953

TO: Honorable J. Edgar Hoover
Director, Federal Bureau of Investigation
Washington 25, D. C.

FROM: Hiram Bingham
Chairman, Loyalty Review Board
U. S. Civil Service Commission

SUBJECT: POWELL, SARAH SHIRLEY

(DOB - 12-29-12)

POSITION CLASSIFIER

VETERANS ADMINISTRATION

BROOKLYN, NEW YORK

In accordance with your request, there is shown below the disposition made of the case of the captioned individual, who was investigated by your Bureau under the provisions of Executive Order 9835: This disposition refers to loyalty only and has no reference to actions on other questions of suitability or security which may enter into a case.

Employee or Appointee:

- ☐ Eligible on loyalty
☐ Ineligible and dismissed on loyalty
☒ Resigned or otherwise separated from Federal service prior to decision on loyalty

Applicant:

- ☐ Eligible on loyalty
☐ Ineligible and denied employment on loyalty
☐ Withdrew from consideration prior to decision on loyalty

REMARKS:

Investigation discontinued by FBI.

FOR NONSENSITIVE POSITION
(SEE INSTRUCTIONS ON OTHER SIDE)

NY-66 100 0455

1. FULL NAME
Initials and abbreviations of full name are not acceptable. If no middle name, show "NMN". If initials only, show "no given or middle name".

A. (Last Name) (First Name) (Middle Name)
Powell Sarah S. (nee Silverman)
Silverman
Powell, Sarah

DATE OF BIRTH
11-17-06
PLACE OF BIRTH
Baltimore, Md.
SEX
☒ MALE

3. ☒ SINGLE
☐ MARRIED
☐ WIDOWED
☐ DIVORCED

6. IF MARRIED, WIDOWED, OR DIVORCED, GIVE FULL NAME AND DATE AND PLACE OF BIRTH OF SPOUSE OR FORMER SPOUSE. AND DATE AND PLACE OF MARRIAGE. INCLUDE WIFE'S MAIDEN NAME. (Give same information regarding all previous marriages).
Sidney Powell November 25, 1905, New York, N.Y.
Married May 19, 1946, Baltimore, Md.

7. IDENTIFYING NUMBERS (Armed Services serial numbers, Social Security number, passport number, alien registration number, etc. Specify which).

8. ORGANIZATIONS WITH WHICH AFFILIATED (Past and present) OTHER THAN RELIGIOUS OR POLITICAL ORGANIZATIONS OR THOSE WHICH SHOW RELIGIOUS OR POLITICAL AFFILIATIONS (If "None," so state).

None

9. DATES AND PLACES OF RESIDENCE (Begin with present and go back to January 1, 1937, or your 16th birthday, whichever is later. Continue under item 19 on other side if necessary).

From	To	Number and Street	City	State
Oct. 48	March 66	5627 194th St.	Flushing,	N.Y.
Sept. 46	Oct. 48	1002 Foster Ave.	Brooklyn,	N.Y.
May 46	Sept. 46		Belle Harbor,	N.Y.
May 42	May 46	1409 Spring Rd. N.W.	Washington,	D.C.
Dec. 39	May 42		Washington,	D.C.
Sept. 18	Dec. 39	1804 E. Fayette St.	Baltimore,	Md.

10. DATES, NAMES AND ADDRESSES OF EMPLOYERS (Begin with present and go back to January 1, 1937. Continue under item 19 on other side if necessary).

From	To	Employer	Address (Number, street, city, and state)
March 61	June 62	Paragon Oil Co.	1200 Hunters Pt., L.I.C., N.Y.
Sept. 46	April 48	Veterans' Administration	35 Ryerson St., Brooklyn, N.Y.
May 43	June 46	Office of Procurement Trenbary Dept.	7th & D St. S.W. Washington, D.C.
April 42	May 43	War Dept. O.S.W., O.G.M.C.	2nd & G Sts. S.W. Washington, D.C.
Dec. 39	April 42	U.S. Civil Service Comm.	7th & G Sts. Washington, D.C.

CERTIFICATION

I CERTIFY that the above statements are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

False statement on this form is punishable by law.

DATE: March 14 1966

SIGNATURE (Sign original and first carbon copy)

11. DATE OF APPOINTMENT
03-13-66

12. TITLE OF POSITION AND GRADE OR SALARY
Clerk-Typist, GS-2, \$4975 RA

13. PLACE OF DUTY
Flushing, New York

14. TYPE OF APPOINTMENT
☐ EXCEPTED ☒ COMPETITIVE

(Includes indefinite and temporary types of competitive appointment)

15. CIVIL SERVICE REGULATION NUMBER OR OTHER APPOINTMENT AUTHORITY
316.402(b)(1)

16. This is a Non-sensitive Position.

SIGNATURE OF AUTHORIZED AGENCY OFFICIAL
Laura G. Ferguson

17. THIS SPACE FOR FBI USE (See also item 20)

18. NAME AND MAILING ADDRESS OF AGENCY OFFICIAL TO WHOM RESULTS SHOULD BE SENT
Dept. of Health, Education & Welfare
42 Broadway
New York, New York 1004x 10004

121-6194-18

(6 Xerox copies made)

UNITED STATES CIVIL SERVICE COMMISSION
BUREAU OF PERSONNEL INVESTIGATION
WASHINGTON, D. C. 20415

TO: Director
Federal Bureau of Investigation
Washington, D. C. 20535

DATE: 4/19/67

FILE: INO:SJD:mlb

NAME POWELL, Sarah S.	DATE OF BIRTH 12/29/12
POSITION, ORGANIZATION, AND LOCATION Clerk Typist Dept. of Health, Education & Welfare New York, N. Y.	

The disposition made of this case in which your Bureau conducted investigation is indicated below:

A. ☐ APPLICANT

☒ EMPLOYEE

121-6194
CSC) 8/4/66
#2

B. FINAL ACTION:

☐ By Agency

☒ By CSC

☐ Favorable determination

☐ Removed or not appointed as a result of security determination under:

☐ E. O. 10450

☐ CSC procedures

☐ Removed or not appointed as a result of suitability determination.

☒ Resigned before determination was completed: 8/66

☐ After charges were preferred or after being advised that charges were to be preferred.

☒ Other

☐ Separated (other than by resignation) or dropped from consideration before determination was completed.

C. AUTHORITY FOR INVESTIGATION

☒ E. O. 10450

☐ P. L. 920

☐ E. O. 9835

☐ E. O. 10422 or 10459

☐ P. L. 298

☐ Other

121-6194-✓
NOT RECORDED

11 APR 21 1967

Director, Bureau of Personnel Investigations

55 MAR 1967

IN 374
APRIL 1964

FEDERAL BUREAU OF INVESTIGATION

REPORTING OFFICE NEW YORK	OFFICE OF ORIGIN BUREAU	DATE 7/15/66	INVESTIGATIVE PERIOD 6/21-7/13/66
TITLE OF CASE aka Sarah S. Powell nee Silverman SARAH SHIRLEY POWELL nee SILVERMAN, aka Sarah Silverman Powell, Clerk-Typist, Department of Health, Education, and Welfare, Flushing, New York		REPORT MADE BY [REDACTED]	TYPED BY (b)(7)(c) par/by
		CHARACTER OF CASE SGE	

REFERENCE:

Bureau letter to New York dated 6/17/66.

-RUC-

ADMINISTRATIVE:

The Bureau has instructed the New York Office to incorporate the results of a previous LGE investigation regarding the employee in the current report. New York report dated June 15, 1948, of SA [REDACTED] on pages 1 and 2, contains background information regarding the employee under the caption "Personal History" which the New York Office feels is superfluous and is not being included in the current report. In addition, the information furnished by NY T-1 in the report dated June 15, 1948, was obtained from a report by the WFO office and it is assumed that WFO is reporting this information.

APPROVED [Signature]	SPECIAL AGENT IN CHARGE	DO NOT WRITE IN SPACES BELOW	
COPIES MADE: 6-Bureau (121-6194) (RM) (ENC. 12) 1-New York (121-2017)		121-6194-24 JUL 15 1966 REC 36	
Dissemination Record of Attached Report		Notations	
Agency	2 cc CSC [Signature]	ENCLOSURE ATTACHED ENCLOSURE ATTACHED	
Request Retd.	1 cc AAG [Signature]		
Date Fwd.	8-4-66		
How Fwd.			
By	QWM [Signature]		

NY 121-2017

INFORMANTS:

Identity of Source

File No. Where Located

NY T-1,
MAX ELITCHER,
2 Park Avenue
New York, New York
(by request)

100-37158 serial 851 and
65-14873 serial 254

Confidential informants not further identified
in this report are as follows:



(b)(7)(d)

CLASSIFICATION

This report is being classified "~~Confidential~~"
since it contains information from a source the
disclosure of whose identity could affect the security
of the US.

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Copy to:

Report of:

Date:

7/14/66

Office: New York, New York

Field Office File #:

121-2017

Bureau File #:

121-6194

Title:

(b)(7)(c)

SARAH SHIRLEY POWELL
CLERK - TYPIST
DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
FLUSHING, NEW YORK

Character:

SECURITY OF GOVERNMENT EMPLOYEES

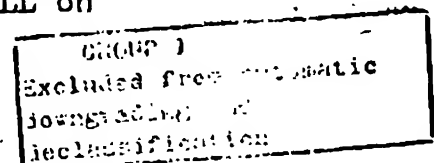
Synopsis:

Basis: NY T-1 advised that SARAH SILVERMAN was a member of the CP Cell in about 1939 and that she dated MORTON SOBELL. The employee was interviewed in 1951 and denied membership in the CP and any knowledge of MORTON SOBELL. Records of Paragon Oil Company indicate the employee was discharged because she was unable to fill the requirements of the position. Neighbors recommend the employee. No credit or arrest record located for employee. Board of Elections records set out. CIs contacted with negative results.

- RUC -

~~CONFIDENTIAL~~ENCLOSURES:

1. One (1) photostatic copy of Application for Federal Employment (SF 57) executed by SARAH S. POWELL on July 23, 1946. Exhibit A.
2. One (1) photostatic copy of Appointment Affidavits (SF 61) executed by SARAH S. POWELL on March 14, 1966. Exhibit B.



NY 121-2017

BASIS FOR INVESTIGATION

On September 27, 1950, during the course of another investigation conducted by the Federal Bureau of Investigation, NY T-1 advised that from the spring of 1939 until the spring of 1940, MORTON SOBELL and MAX ELITCHER resided at 4925 Seventh Street, Northwest, Washington, D. C. NY T-1 stated that upon the persuasion of SOBELL he joined the Communist Party about the fall of 1939 and added that SOBELL was at that time already a member.

NY T-1 stated there were approximately five Communist Party meetings held at SOBELL's apartment. He stated that he was present during each meeting. NY T-1 stated that the only person whom he could recall by name who was a member of their cell at that time was one SARAH SILVERMAN.

NY T-1 stated that he could not recall whether SOBELL attended any meetings at the home of SARAH SILVERMAN but stated that SOBELL had been dating SILVERMAN at the time the Communist Party meetings were being held in SOBELL's apartment.

MORTON SOBELL was convicted on March 29, 1951, in the United States District Court, Southern District of New York of conspiracy to commit espionage on behalf of the Soviet Union and was sentenced on April 5, 1951, to 30 years imprisonment. He is currently serving his sentence in the custody of the Attorney General.

NY T-1 stated that SARAH SILVERMAN in 1939, was about 25 years old and was employed by the Civil Service Commission in Washington, D. C. He stated that she either left Washington or dropped out of the Party a short time later and he has not seen nor heard of her since that time. NY T-1 advised that SILVERMAN and SOBELL were in the Communist Party at the same time.

It is noted that on Security Investigation Data for Nonsensitive Position Form, Standard Form 85, certified by the employee on March 14, 1966, she indicated that she was born on December 29, 1943 and was employed by the United States Civil Service Commission, Washington, D. C. from December, 1939 to April, 1942.

RESULTS OF INVESTIGATION

On September 22, 1950, NY T-1 advised that MAX ELITCHER and MORTON SOBELL resided at 4925 Seventh Street, Northwest, Washington, D. C. from the spring of 1939 until the spring of 1940. During that year, NY T-1 stated no more than five Communist Party meetings were held in the apartment at this address. NY T-1 recalled that he joined the Party during the fall of 1939 and the five Communist Party meetings referred to above were held at the apartment after he joined the Party.

NY T-1 advised that at these meetings an individual named SARAH SILVERMAN was present. He added that another individual whose name he could not recall also attended these meetings and that this person resided in an apartment in the Northwest section of Washington.

In July, 1966, NY T-1 advised that he was introduced to SARAH SILVERMAN sometime in 1939 by MORTON SOBELL. He advised that he knew SARAH SILVERMAN for about a year and a half during 1939 and 1940. He stated that during that period, he knew her to be a member of the Communist Party and believes that she attended meetings in the apartment of MAX ELITCHER and MORTON SOBELL. He could not recall the specific number of meetings that SARAH SILVERMAN attended nor could he recall her at any specific meetings.

NY T-1 advised that he lost contact with SARAH SILVERMAN in 1940 and has had no dealings with her since that time.

NY T-1 advised that SARAH SILVERMAN could be described as a very passive member of the Communist Party in that she took no active part in the discussions and seemed to know very little of the theory of Communism. He recalled

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that she was originally from Baltimore and she seemed to be a person of good character and reputation and not to be wild and flighty. He described her as a sincere individual but stated that he saw in her no basic conviction regarding Communism. She seemed to have very little knowledge of the subject.

NY T-1 stated that he believes that Communist Party meetings were held in the apartment of SARAH SILVERMAN sometime during 1939 or 1940. He cannot specifically recall any such meeting being held in her apartment but stated these meetings were held in almost every member of the Party's house at some time or other. NY T-1 also believes that SARAH SILVERMAN was undoubtedly active in the American Peace Mobilization since this was one of the activities in which the Communist Party was interested in at that time. He cannot specifically recall SARAH SILVERMAN's participation in this organization.

The American Peace Mobilization has been designated pursuant to Executive Order 10450.

NY T-1 stated that he would recommend SARAH SILVERMAN for a position with the United States Government providing she had discontinued her affiliation with the Communist Party and had not been active in it since he last knew her. NY T-1 stated that he, himself, continued his activities in the Communist Party until about 1947 and during the period from 1940 to 1947, he cannot recall observing SARAH SILVERMAN as being an active participant in any Communist Party activity. For this reason, he feels that she dropped out of the Communist Party in about 1940.

NY T-1 advised that he knew of no other person who would have any knowledge of the Communist Party activities of SARAH SILVERMAN, ~~other than MORTON SOBELL.~~

NY T-1 also advised that he is not willing to appear before a hearing board or to furnish a signed statement

NY 121-2017

On January 17, 1951, Mrs. SIDNEY POWELL, 56-27 194th Street, Queens, New York, advised that her maiden name was SARAH SILVERMAN and that she had been employed by the Civil Service Commission in Washington, D. C., in about 1939. She advised that about that time she had known MAX ELITCHER as a casual acquaintance with whom she had played tennis at a public park. She stated that she knew nothing of ELITCHER's background or his work and did not know where he lived except that it was somewhere in the northwest section of Washington, D. C. Mrs. POWELL stated that she never met any of his friends and that at no time did she ever date them.

Mrs. POWELL stated that she never heard of the name of MORTON SOBELL, nor was she able to recognize a photograph of MORTON SOBELL. She stated that she had never been a member of the Communist Party (CP) nor a member of the American Peace Mobilization. She also stated that she had never heard of JULIUS ROSENBERG and was not aware of the fact that ROSENBERG and SOBELL were in jail awaiting trial on charges of espionage.

JULIUS ROSENBERG and his wife, ETHEL ROSENBERG were convicted in the United States District Court, Southern District of New York, on March 29, 1951, of conspiracy to commit espionage on behalf of the Soviet Union. They were sentenced to death on April 5, 1951, and were legally executed in Sing Sing Prison, Ossining, New York, on June 19, 1953.